

## **North Bristol Advice Centre**

### **Trustee Role Description**

The Board of Trustees are collectively responsible for the overall governance and strategic direction of North Bristol Advice Centre (NBAC). The board oversee the financial affairs and management of the charity and supports the Director and management team in delivering the charity's aims.

Term of Office: 3 years (unless co-opted – 1 year)

The main responsibilities of being an NBAC trustee are:

#### **General Responsibilities:**

1. To ensure that NBAC complies with its governing document (including pursuing its objects as defined therein), charity law, company law, and any other relevant legislation or regulations.
2. To ensure that NBAC resources are applied exclusively in pursuance of its objects.
3. To contribute actively to the Trustee Board's role in giving firm strategic direction to NBAC, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
4. To safeguard the reputation and values of NBAC.
5. To ensure the effective and efficient administration of NBAC.
6. To ensure the financial stability of NBAC.
7. To protect and manage the property of NBAC, and to ensure the proper investment of its funds.
8. To understand the difference between governance and management, and to delegate appropriately.
9. To use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinising Board papers, leading discussions, participating in sub-committees and working groups, providing advice and guidance, or any other relevant issues in which the trustee has special expertise.

**In addition, trustees are required to:**

1. Sign a statement confirming their eligibility to serve as trustees.
2. Declare any real or potential conflicts of interest in accordance with NBAC's policy on this issue.
3. Offer a personal commitment to the principles of NBAC's Equality & Diversity Policy, and to implementing equality of opportunity in every aspect of NBAC's work.
4. Familiarise themselves with the work of NBAC and the roles of staff/volunteers.
5. Request and participate in training when appropriate to enable them to fulfil their duties and to develop both individually and collectively.

**Person Specification:**

**General:**

- Interest in the voluntary and community sector
- Ability to offer a commitment to NBAC
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of the team
- Ability to respect confidences and confidentiality
- Ability to work according to NBAC's Equality and Diversity Policy

Work as a trustee is voluntary. However, NBAC is able to reimburse expenses incurred in carrying out this role.