

Trustee – Job Description

Our trustees play a vital role in making sure that Newark Emmaus Trust achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the trust has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the senior management team to enable the trust to thrive, and through this achieve our objectives for the good of our residents.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on the purpose, vision, goals and activities.
- Approve strategies and policies and monitor and evaluate their implementation.
- Oversee financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve financial statements.
- Provide support and challenge to the CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the operating environment.
- Attend Board meetings and subcommittee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the Trust's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of the objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.

- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Provide time, practical advice and support to the whole team when required.
- Support team fundraising events.

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewable.
- This is a voluntary position, but reasonable expenses can be reimbursed.

Time commitment

- Attending 6 Board meetings annually. Meetings are preferably held in person in Newark, but remote attendance is also available.
- Attending an annual AGM and strategy day in person.
- Attending bi-monthly meetings for the chosen sub committee either in person or by teams