**Volunteer Role Descriptor**

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| **Role** | Trustee |
| **Responsible to** | Chair of Trustees |

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| **General trustee information at ReportOUT** |
| ReportOUT is a Charitable Incorporated Organisation (CIO) regulated in England and Wales and is based in Gateshead, United Kingdom. Our tagline is: Report. Inform. Defend.  **Trustee good practice**  Good trustees are vital to the strategic management and running of ReportOUT and so it is vital to give clarity to their role, of which this role descriptor will set out. Due to the global nature of ReportOUT, it is good practice to have a range of trustees from different nation states and regions of the world (with relevant skills), as well as trustees from the United Kingdom.  **Overall purpose**  The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.  **The statutory duties of a trustee as defined by United Kingdom law**  Trustees are responsible for the work that ReportOUT does and how it does it. Trustees have a number of statutory duties, which are:   * To ensure that the organisation complies with its governing document (the Constitution), U.K. charity law, company law and any other relevant legislation or regulations. * To ensure that the organisation pursues its objects as defined in its governing document. * To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public. * To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets. * To safeguard the good name and values of the organisation. * To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place. * To ensure the financial stability of the organisation. * To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds. * To follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the chief executive.   In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. When a General Trustee is given a specific role to focus on, in addition to their role as a General Trustee, they will be a Trustee with ‘portfolio’ (for example, General Trustee with Portfolio for Human Resources). |

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| **Main purpose of a ReportOUT Trustee** |
| * Create a strong, profitable and fulfilling working relationship with trustees and volunteers through review and self-reflective evaluation of the contributions and effectiveness of the board. * Encourage the board to put mission before organisation, placing greater value on impact and being open-minded as to how this can be achieved. * Work with fellow trustees to shape, design, drive and monitor ReportOUT’s strategy; * Prepare for and participate fully in board meetings; * Design, shape and follow all key policies as set out and agreed; * Act reasonably in decision making and in the leadership of the organisation; * Ensure the proper management and administration of the charity; * Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and * Sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise. * Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects. * Promote the work of ReportOUT externally in events and other situations, including networking. * Use contacts in nation states and regions to further the work of ReportOUT (where this is your expertise and/or experience). * Participate in sub-committees when appropriate. * Manage risks with a considered, proportionate, and balanced approach. * Ensure that ReportOUT’s values and the principles of good grant-making practice are upheld in the delivery of its objectives. * May contribute directly to ReportOUT operations and volunteer management of a team of volunteers as a Lead Trustee (when needed by the charity). |

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| **In relation to the community and the Trustee Code of Conduct Policy** |
| * Abide by the Trustee Code of Conduct policy at ReportOUT. * Represent the organisation as a spokesperson at appropriate events, meetings, or functions. * A willingness to devote the necessary time and effort to ReportOUT. * Integrity. * Strategic vision with a strong independent judgement. * An ability to think creatively. * A willingness to speak their mind. * Willingness to work alongside volunteers and staff to aid and support their work. * An ability to work effectively as a member of a team and to take decisions for the good of ReportOUT and not for the good of themselves as an individual. * To lead, attend and be a member of operational groups with volunteers when needed. |

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| **Additional duties** |
| In addition to the statutory duties above, each trustee should use any specific knowledge or experience they may have to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the charity’s work in which the trustee has special expertise, leading discussions, being members of working and subgroups, focusing on key issues. |

**Person Specification**

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| **In relation to the community and Trustee Code of Conduct Policy** |
| A general background in the Third Sector, strategy, governance and fundraising would be useful. Previous experience as a trustee would be welcomed. This role is unpaid however reasonable expenses can be paid in line with ReportOUT’s expenses policy.  **Please read the following guidance from the United Kingdom’s Charity Commission**  This guidance sets out the legal constraints of who can and cannot be a trustee, as well as giving further information on the role of the trustee. It is vital that this is read. CC3a (Charity Trustee: What’s Involved?) <https://www.gov.uk/guidance/charity-trustee-whats-involved>  **Essential**   * Understanding that every trustee is appointed for a term of three years as defined by the constitution (with later opportunities for renewal), by a resolution passed at a properly convened meeting of the charity trustees in line with the constitution of ReportOUT. * Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adherence to the accepted principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. * Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities. * Strategic and forward-looking vision in relation to the charity’s objects, aims and impact. * Good independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment. * Good communication and interpersonal skills and the ability to respect the confidences of colleagues, balancing tact and diplomacy with a willingness to challenge and constructively criticise. * Ability to volunteer manage a team of volunteers as a Lead Trustee. To be involved in recruitment interviews, supervisions and action planning for a volunteer team (where needed by the charity). * Ability to work flexibly and to manage multiple workloads. * Strong ICT skills. * Excellent levels of attendance and engagement.   **Desirable**   * Prior experience of committee/trustee work, including experience of committee work, some experience of charity finance, charity fundraising. * Knowledge of the type of work undertaken by the organisation. * A wider involvement with the voluntary sector. * Leadership skills.   **Time commitment**   * The Board meets at least 4 times a year and be potentially available as a Lead Trustee to a relevant volunteer team on a regular basis, often by Microsoft Teams or email (occasionally telephone). |