

D&G LGBT Plus Job Description Trustee



- Responsible to:** Board of Trustees
- Remuneration:** There is no remuneration for the role of Trustee, although qualifying expenses may be claimed.
- Time commitment:** Up to 12 Board meetings per year as well as any other Meetings as necessary
- Safeguarding:** Disclosure Scotland PVG scheme

Application Process: Please apply in writing to david@lgbtplus.org.uk outlining why you would like to become a Trustee and what you can contribute to D&G LGBT Plus including your skills and experience relevant to the position. Please include the details of Two referees.

D&G LGBT Plus Objectives & Purpose:

- to promote equality and diversity, and to advance human rights, by working within Dumfries and Galloway, surrounding regions and other rural areas.
- support adults and older people who are LGBT PLUS, their families, friends, supporters and allies to live happier, safer, more active and healthier lives and engage more confidently within their communities.
- work with organisations and communities so they can better support, include and value LGBT PLUS adults, older people and families

Role Description:

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones that benefit from individuals with a diverse range of backgrounds, experiences, and skills. The role of a Trustee is to ensure that Dumfries and Galloway LGBT Plus fulfils its duty to its beneficiaries and delivers our objectives, purposes, principles, and standards.

We are particularly seeking individuals with knowledge of one or more of the following skills: Fundraising, Funding, IT or HR

The statutory duties of the trustees are:

- To ensure the organisation complies with its Constitution, which is the governing document
- To ensure that the organisation pursues its objectives as defined in the Constitution
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, 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
- To ensure the financial stability of the organisation

- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To appoint staff and to monitor their performance
- To ensure that the charity has a clear vision, mission, strategic direction, and focus
- To be responsible for the performance of the charity and for its “corporate” behaviour
- To ensure that the charity complies with all legal and regulatory requirements
- To act as guardians of the charity's assets, both tangible and intangible, and take all due care over their security, deployment, and proper application
- To ensure that the charity's governance is of the highest possible standard

As well as the various statutory duties, trustees should make full use of any specific skills, knowledge, or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

All D&G LGBT Plus Trustees, staff and volunteers to:

- Promote and adhere to D&G LGBT Plus's Equality & Diversity, Data Protection, Information Governance and Confidentiality Policies and Code of Conduct
- Promote and maintain health and safety regulations, practices and conditions as per our policies
- Attend meetings and undertake training, as appropriate
- Adhere to our rights & responsibilities
- Adhere to our general standards of performance and behaviour (D&G LGBT Plus Policy)

Person Specification:

As a Trustee you will have a strong empathy with the objectives and purposes of D&G LGBT Plus. We are seeking people with experience, skills, and expertise in business, finance, law, administration, or human resources, and an empathy for LGBT issues and with vulnerable people.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities, and for developing the organisation's aims, objectives and goals in accordance with the governing document, legal, and regulatory guidelines.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustee in any particular aspect of the governance of the charity.

Desirable Experience / Qualifications

- The ability to operate as a member of a team
- The ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives
- Sound judgement and effective decision making
- Impartiality, fairness, and the ability to respect confidentiality
- A commitment to promoting equality and diversity
- A commitment to, and a willingness to devote the necessary time and effort to gain knowledge of the organisation
- A willingness to engage fully in the process of decision making
- Good, independent judgement, and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An understanding of the respective roles of the Chair, other Office Bearers and staff.