

# Trustee

## Role Description

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Trustees have ultimate responsibility for directing the activity of the organisation, ensuring it is well run and delivering the charitable objectives for which it has been set up. The UNLT Board provides leadership to the organisation by:

- Setting the strategic direction to guide and direct the activities of the organisation;
- Ensuring the effective management of the organisation and its activities; and
- Monitoring the activities of the organisation to ensure they are in keeping with the founding principles, objects and values.

### Statutory duties of the Trustee

- Ensure that UNLT complies with its governing document, charity law and any other relevant legislation or regulations
- Ensure that UNLT pursues its objectives as defined in its governing document and uses its resources exclusively in pursuance of these objectives
- Contribute actively to the Board of Trustees role on giving firm strategic direction to UNLT, setting overall policy, defining goals, setting targets and evaluating performance against targets
- Safeguard the good name and values of UNLT
- Ensure the effective and efficient administration of UNLT
- Oversee and ensure the financial stability of UNLT and protect and manage the assets of the charitable business

### Other duties

In addition to the above statutory duties, each Trustee should apply their skills, knowledge and experience to help the Board of Trustees reach sound decisions. This is likely to involve:

- Scrutinising Board papers
- Leading discussions
- Focussing on key issues
- Committee chairing around areas such as event fundraising, Board and volunteer development and marketing and communications
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise

## Qualities required of all Board members

- Commitment to UNLT and its mission
- Ability to put time and effort into the Trustee role
- Good, independent judgement: impartial and fair
- Willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills
- Openness to new ideas
- Strategic vision
- Ability to think creatively
- A good empathetic team player with respect for other points of view
- Ability to see the big picture and think strategically
- Effective team member
- Excellent communication and interpersonal skills
- Preparedness to take part of fundraising activities on behalf of UNLT

## Time Commitment

Includes quarterly Board meetings, (sub-committees as applicable); and some ad hoc meetings/correspondence between.

## Location

Board meetings are held at the organisation's premises.

Further information about being a Trustee can be found at [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-essential-trustee-what-you-need-to-know-what-you-need-to-do-cc3)

To apply, please send your CV and covering letter explaining why you are interested and how you are suited to the role to UNLH Director [Jenny.Irish@unlt.org](mailto:Jenny.Irish@unlt.org)

