



Role Description and Person Specification

Elected Trustees

Cymdeithas Elusennol Ynys Môn

Role description – Trustee

Summary

Trustees of the Isle of Anglesey Charitable Association are responsible for making sure the charity is doing what it's set up to do. Trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people's lives: making a difference to our local communities. Trustees will use their skills and experience to support the Isle of Anglesey Charitable Association in helping the charity achieve its aims.

Responsibilities

- ensure that the charity complies with its governing document and any other relevant legislation or regulations;
- ensure that the charity pursues its objectives as defined in its governing document;
- ensure the charity applies its resources exclusively in pursuance of its objectives, i.e. the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are;
- contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity as an organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the good name and values of the charity;
- represent the charity at functions and meetings as appropriate;
- declare any conflict of interest while carrying out the duties of a charity trustee;

- be collectively responsible for the actions of the charity and other charity trustees;
- ensure the effective and efficient administration of the charity;
- abide by diversity and equal opportunities legislation;
- accept and promote the work of the charity as a bilingual organisation working in a bilingual society with equal status for the Welsh and English languages;
- ensure the financial stability of the charity;
- protect and manage the property of the charity and to ensure the proper investment of its funds;
- make sure the charity is properly insured against all reasonable liabilities;
- appoint and support the employees of the charity and monitor their performance.

Term of appointment

Elected charity trustees are appointed for a term of three years. An elected trustee who has served for two consecutive terms may not be reappointed for a third consecutive term but may be reappointed after an interval of at least three years.

Person specification – Elected Trustee

Eligibility – legal requirement

1. Nominees must be over 16 years of age and not be disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:
 - anyone who has an unspent conviction for an offence involving deception or dishonesty;
 - anyone who is an undischarged bankrupt;
 - anyone who has been removed from trusteeship of a charity by the Court or Charity Commission for misconduct or mismanagement;
 - anyone under a disqualification order under the Company Directors Disqualification Act 1986; or
 - anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

Qualities

Nominees must be able to demonstrate:

- integrity, impartiality, fairness and the ability to respect confidences;
- a commitment to act solely in the best interests of Cymdeithas Elusennol Ynys Môn without regard to personal interest or benefit;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of charity trusteeship;
- a willingness to devote the necessary time and effort to their duties as a charity trustee;
- strategic vision;
- readiness to take and be accountable for decisions made;
- sound, independent judgment and effective decision making;
- an ability to think creatively;
- a willingness to speak their mind;
- high level of enthusiasm and motivation;
- an ability to work effectively as a member of a team;
- no significant potential conflicts of interest.

Knowledge, skills and experience

Nominees will need to demonstrate knowledge, skills and experience in one or more of the following areas:

- the third sector on Anglesey;
- the private sector business community operating on Anglesey;
- awareness of how our environment is changing politically, economically and socially;
- setting targets, monitoring and evaluating performance and programmes in commercial, public and non-profit organisations;
- financial management;
- business/economic development;
- strategic planning and change management;
- human resource management;
- public relations, marketing and/or public engagement;
- the ability to listen and constructively respond to arguments and points put forward by others;
- education, learning and/or professional development.