



## **TAG Youth Club for Disabled Young People (“TAG”)**

### **Trustee Role Description**

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

The primary responsibility of trustees is to provide TAG with strategic leadership and maintain a governance perspective to ensure it is well managed and administered, and resources are used appropriately. They also support and challenge the executive team to enable TAG to grow and thrive, and through this achieve its mission.

Each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Focusing on key issues
- Leading discussions
- Providing advice and guidance on new initiatives
- Focusing on key issues

The specific duties of a trustee of TAG are set out below:-

#### **Strategy**

- Contribute to the establishment of TAG’s strategic direction and goals and the monitoring of any strategic plans
- To ensure any strategy is aligned with TAG’s purpose, vision, mission and goals

#### **Governance**

- Attend Trustee Board meetings, being adequately prepared to contribute to discussions
- To ensure the Board operates effectively and collaboratively, and to challenged and prepared to be challenged

- To work together and not pursue personal or sectional interests at the expense of TAG's interests
- To ensure that TAG complies with its governing document, charity law, company law and any other relevant legislation or regulations and pursues its objects as defined in its governing document
- Contribute to reviews of TAG's own governance
- To delegate the implementation of its decisions to the Chief Executive and Executive Team, supporting them as required to carry out their work
- To safeguard the good name and values of TAG

### **Finance**

- To oversee TAG's financial plans and budgets and monitor and evaluate progress
- To ensure TAG uses its resources exclusively in pursuance of its objectives
- To input into conversations and provide support on funding and funding strategy
- To protect and manage the property of the charity and to ensure the proper investment of TAG's funds
- Ensures the financial stability of the charity and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate
- To review and approve TAG's financial statements

### **Business operations**

- To approve operational strategies and policies and monitor and evaluate their implementation
- To act as guardians of TAG's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- To ensure the effective and efficient administration of TAG
- To keep abreast of changes in TAG's operating environment.

### **Risk Management**

- Ensure that the major risks to the organisation are regularly identified, monitored, reviewed, and controlled effectively and that systems are in place to mitigate or minimise these risks

### **Business performance**

- Evaluate TAG's performance on a regular basis and holds the Chief Executive Officer accountable for outcomes

### **Human Resources**

- To participate in the appointment of the Chief Executive Officer.
- To ensure the performance and development of the Chief Executive Officer is reviewed annually

- Conduct a self-review annually to self- review trustee performance
- To provide support and challenge on any Human Resources strategy

### **External relations**

- To ensure that the Board's agreed position is represented when speaking publicly on behalf of the charity
- To always act in TAG'S best interests
- Respect the confidential nature of all information relating to the business of the charity in accordance with information governance and data protection policies
- To attend family fun days run by TAG to show support for the charity, when able to do so

As a small charity, there will be times when Trustees will need to be actively involved beyond Board meetings. Trustees are expected to support the Chair of Trustees in this matter and be prepared to support him/her with project work when requested to do so.

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

### **Person specification**

To support us in our mission, we are looking for Trustees who have the following skills, experience and qualities:

- A strong personal commitment to equality, diversity, and inclusion, interest and/ or lived experience of supporting a disabled young person, or personal experience of living with a disability
- Have wide ranging experience and understanding of the voluntary sector and ability to network with other members of the voluntary sector
- Enthusiasm for our vision and mission
- Willingness and ability to understand and deliver on their duties and responsibilities as trustees and act in the charity's best interests
- Creative and strategic thinking, sound and independent judgement, and ability to work effectively as a team member
- Be a thinking partner and act as a sounding board for management
- A willingness to devote the necessary time and effort and to share helpful contacts, knowledge and insight
- Effective communication skills and willingness to participate actively in discussion, confidence to challenge and be challenged
- Willingness to lead according to our charity values
- Energy, enthusiasm and commitment to TAG and a willingness to devote the necessary time and effort

- An expectation that they will attend most (if not all) board meetings, and committee meetings for which they are a member
- Impartiality, fairness and the ability to respect confidences
- Integrity and an expectation that they will declare any conflicts of interest as and when they arise
- Willingness and ability to understand and accept responsibilities and liabilities as a Trustee and to act in TAG's best interests

### **Demonstrable experience in**

- Goal setting
- Monitoring and performance evaluation.
- Team, committee or working group.
- Good independent judgment.
- Sound strategic perspective and vision
- Have a clear understanding of retail measures of success.
- Commitment to the work of TAG and what it sets out to achieve.
- Willingness to devote the necessary time and effort to the role of Trustee.
- An ability to think creatively.
- Ability to work collaboratively and constructively as a member of the Board.