

# **TRUSTEE BOARD MEMBERS**

## DESCRIPTION OF THE ROLE AND PERSON SPECIFICATION

## Background

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- Salary: Unpaid. Expenses incurred while travelling to meetings
- Hours: Four meetings a year. Additionally, trustees are also invited to the AGM and regular operational meetings. Trustees will also be expected to take an active role in the management and operation of the Charity and of PrideFest
- Location: Meetings take place in central Croydon

## Who are the Charity's Trustees

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The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the Charity. This is the case regardless of the terminology used to describe the role. For Croydon Pride the Charity Trustees are the Board of Directors. The trustee board comprises:

- The Chair
- The Treasurer
- Up to seven appointed trustees

The trustee board appoints the Chair and Treasurer from amongst the trustees.

## The role of the Board of Trustees

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At its simplest the role of the board of trustees is to receive assets from donors and sponsors, safeguard them and apply them to the charitable purposes of Croydon Pride. The board of trustees must always act in the best interests of Croydon Pride, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The board of trustees must act as a group and not as individuals.

In practise the trustees will have ultimate responsibility for the smooth operation and financial viability of the annual PrideFest and other events.

## Duties of a member of the Board of Trustees

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The duties of a trustee are to

- Ensure that Croydon Pride complies with its governing document (the Articles of Association), charity law, company law and any other relevant legislation or regulations.
- Ensure that Croydon Pride pursues its objects as defined in its articles of association.
- Ensure that Croydon Pride applies its resources exclusively in pursuance of its objects.
- Contribute actively to the Board of Trustees by giving firm strategic direction to Croydon Pride, setting overall policy, defining goals, setting targets, managing events, and evaluating performance against agreed targets.
- Safeguard the good name and values of Croydon Pride.
- Ensure the financial stability of Croydon Pride.

In addition to these statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve engaging with external organisations, leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating, offering advice or managing other areas in which the trustee has particular expertise.

### Minimum time commitment

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Trustees are expected to attend all Board meetings. Regular Board meetings are held four times a year in central Croydon after usual office hours. Members will also be expected to take part in the AGM and an annual strategic planning meeting.

From time to time Trustees may also be asked to attend event planning meetings and/or meetings with strategic partners e.g. local authorities, sponsors etc.

## Person Specification

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Each trustee must have

- A commitment to the mission of Croydon Pride
- A willingness to meet the minimum time requirement
- Integrity
- Strategic Vision
- Good, independent judgement
- The ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of legal duties, responsibilities and liabilities of being a trustee
- An ability to work effectively as a member of a team and to take decisions for the good of Croydon Pride.
- A connection with the Croydon Area, and the LGBT+ community.

The Board of Trustees collectively needs skills and experience in these areas

- Financial management, income generation and enterprise.
- Public policy and public affairs.
- International, National and Local Issues impacting on the LGBT+ community in Croydon.
- Events management.
- National and local governmental and statutory bodies.
- Funding/sponsorship.
- Volunteering management and brokerage.
- Collaborative partnerships.