

Trustee

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel can be claimed.

Location: United Kingdom

Time commitment: 4 Board weekend meetings per year. Also some ad-hoc additional meetings possibly midweek as well. Regular email communications. Attendance at the AGM.

Reporting to: Board of Trustees and BDA Chair



Job description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that BDA fulfils its duty to its beneficiaries to deliver on our vision, mission and values.

The statutory duties of a trustee are:

- To ensure the BDA complies with its governing document – sometimes known as constitution, or articles of association
- To ensure that the BDA pursues its objectives as defined in its governing document
- To ensure the BDA applies its resources exclusively in pursuance of its objectives – the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the BDA
- To ensure the financial stability of the BDA
- To protect and manage the assets of the BDA and to ensure the proper investment of the organisation's funds.

In addition with other trustees to hold the BDA "in trust" for current and future beneficiaries by:

- Ensuring that the BDA has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the BDA and for its "corporate" behaviour; ensuring that the BDA complies with all legal and regulatory requirements
- Ensuring that the BDA's governance is of the highest possible standard.

As well as the various statutory duties, any trustee 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. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification

Individuals are sought who have a strong empathy with our mission at the BDA. Experience, skills, and expertise in governance and an interest in the Deaf BSL Community combined with an in-depth understanding of our work and ambitions are particularly sought.

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

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 particular aspect of the governance of the charity.

Experience:

- Understanding of how a Board operates in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- Ability to make sound judgement and effective decision making
- Ability to be impartial, fair and have the ability to respect confidentiality
- A commitment to promoting equality and diversity
- Understanding of the Deaf BSL Community.

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff as a sounding board and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Executive Director.