Redbourn Community Group
Charity No 297955

Trustee Role Profile

Role	Trustee
Summary of Role	• Ensure that Redbourn Community Group is carrying out its purposes for the public benefit in accordance with its constitution, vision, values and strategic objectives. • To ensure compliance with its constitution and all legal/regulatory requirements, including those of the Charity Commission. • Act in the best interests of the charity as agreed and defined by its constitution, vision, values and strategic objectives. • Act with reasonable care and skill. • With other Trustees ensure the charity complies with statutory accounting and reporting requirements and manages its resources responsibly. • Jointly with other Trustees, hold the charity 'in trust' for current and future beneficiaries.

Key responsibilities	○ Fully participate in and contribute to Trustee Board meetings and members' meetings.
	○ Drive and support the development of a sustainable charity for the longer-term, contributing fully to strategic development and planning, reviewing and agreeing operating policies for the charity, assessing high level risks and determining appropriate controls, setting targets and goals, monitoring performance, and leading in assigned areas.
	○ Take joint responsibility with other Trustees for delivering key agreed initiatives and changes.
	○ Support the day-to-day smooth running of the charity, including but not limited to:
	  ○ Supporting the introduction of improvements
	  ○ Participating in community events and other communication/awareness building/client and volunteer support activities
	  ○ Approving the issuing of grants in accordance with the charity's Grant Issuing Policy.
	○ When appropriate:
	  ○ Contribute to working groups and projects within the charity
	  ○ Act as a spokesperson for the charity
	  ○ Act as a link between trustees and volunteers, clients and any people the charity might work with or through.

Specific requirements and essential skills	○ Must be at least 18 years of age, not disqualified from acting as a Trustee, and properly appointed following the procedures and any restrictions in the charity's governing document. ○ IT skills including Outlook, Office packages and use of databases such as SharePoint. ○ Understanding of the local community, the needs of its residents and how the charity's services address these.

Attributes and capabilities	○ Excellent listening skills, and empathy, patience, sensitivity, and integrity. ○ Able to communicate effectively with a wide range of people and organisations. ○ Able to lead in assigned areas and to lead or contribute to projects, seeking agreement and support from other Trustees, volunteers, clients or external advisers as required. ○ With other Trustees, willing and able to make decisions and recommendations that take the charity forward. ○ Ability to work as part of a team. ○ Ability to lead and adapt to change, showing flexibility in thinking and approach when required. ○ Recognition of confidentiality requirements, and ability to apply them.