

**Trustee job description**

**The role of the Board of Trustees**

At its simplest, the role of the Trustee Board is to receive assets from donors and income from our trading activities, safeguard them and apply them to the charitable purposes of Sobus. The Trustee Board must always act in the best interests of Sobus, exercising the same standard of duty of car that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Trustee Board must act as a group and not individuals.

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 Sobus, as a company limited by guarantee, Trustees are also company Directors. The Board comprises:

* Chair
* Vice Chair
* Treasurer
* Up to 8 additional non-executive Trustees

Our committed team of Trustees, are elected for a three-year term and may continue to stand for election for three consecutive terms. We are keen to include on the Board Trustees who are familiar with Hammersmith and Fulham and/or North Kensington and representative of its diverse community.

**Overall responsibilities**

With other Trustees:

1. Ensure that Sobus complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations and strives to achieve best practice.

2. To ensure that the activities, policies and practices of the organisation support its financial viability and are in keeping with Sobus’s objects and strategic plans.

**Trustee accountability**

Trustees are line managed by the Chair of the Board of Trustees. As the Board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission and Companies House. Trustees are registered as such with the Charities Commission and Companies House, and must therefore provide their full name, date of birth, UK address and nationality to the CEO within 4 weeks of joining the Board, and must notify the CEO of any changes of address, or any circumstances which may affect their ability to undertake the roles and responsibilities of a Sobus trustee.

**Main duties**

With other Trustees:

1. Ensure that Sobus operates in accordance with the rules laid down in its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations.
2. Ensure that Sobus pursues its objects as defined in its governing document
3. Ensure Sobus applies its resources exclusively in pursuance of its objects.
4. Contributes actively to the Board of Trustees by giving firm strategic direction to Sobus, setting overall policy, defining goals, setting targets and evaluation performance against agreed targets
5. Uphold and epitomise the values and behaviours of the organisation, ensuring these are at the heart of what the organisation does.
6. Act in accordance with the Trustees Code of Conduct at all times.
7. Ensure that Sobus is adequately financed and that systems of financial planning are in place so that financial viability is monitored and sustained.

In addition to the above 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 leading discussions, identifying key issues, providing advice and guidance on new initiatives and evaluating or offering advice on other areas in which the Trustee has particular expertise.

Trustees are also expected to participate in annual skills audits and undertake training or development which this identifies to increase their effectiveness as a member of the Board of Trustees.

**Minimum time commitment**

Trustees are expected to attend an induction session at Sobus prior to their first Board meeting. Trustees are expected to attend all Board meetings. Board meetings are held six times a year in the evening and last for approximately two hours. All meetings are held at the Dawes Road Hub or Freston Road Hub, although since March 2020, meetings have also been held on line.

* Papers are distributed one week in advance of meetings
* Trustees may be asked to join sub-committees which are convened as and when required, including: fundraising committee, finance committee and HR Committee. These meetings are held during normal office hours at either Dawes Road or Freston Road hub.
* Trustees are invited to attend an annual Sobus strategic full-day away day, usually held on a Saturday
* Trustees can claim out of pocket expenses incurred in travelling to meetings

**Person specification**

**Each Trustee must have**

* a strong and visible passion and commitment to the charity, its strategic objectives and cause.
* a willingness to meet the minimum time requirement
* Integrity
* good, independent judgement, impartiality, fairness and the ability to respect confidences
* strategic vision and an ability to think creatively
* an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
* an ability to work effectively as a member of a team
* a strong commitment to equalities and diversity principles and practices

**Experience, knowledge and skills**

* Broad knowledge and understanding of the role of social enterprises/charitable organisations and the current issues affecting them
* Ability to motivate staff and volunteers and bring people together
* A broad understanding of charity finance issues, ideally with knowledge of available funding streams.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
* Knowledge of Hammersmith & Fulham and North Kensington

We endeavor to ensure the span of the Board of Trustees includes individuals with skills and experience in:

* finance and financial management, income generation and enterprise
* Voluntary and Community Sector and relevant local, regional and national policies and drivers
* Fundraising
* Lived experience of the issues are clients/organisations face
* Business acumen
* Communications, promotion and marketing
* Legal services
* Human resources management
* Volunteering and brokerage
* Property management
* Collaboration and partnerships, including with the corporate sector
* Social investment and impact