

## Trustee Role Description

**Thank you for expressing interest in volunteering for Moorland Community Caring. We welcome your feedback and questions on this role and any other aspect of our charity.**

**Purpose of the role of a trustee is:** to play a vital role in making sure that Moorland Community Caring (MCC) is carrying out its charitable purpose and overseeing the overall management and administration of the charity. Trustees comply with the charity's governing document and the law. Trustees also ensure that the charity has a clear strategy and that our work and goals are in line with our vision. Just as importantly, trustees support and work with the Manager to enable MCC to grow and thrive and through this, achieve our mission. The role requires acting in the charity's best interests and managing the charity's resources responsibly. This is a vital role which allows our organisation to deliver its service to the best possible standard and support as many people as we can.

Trustee Board Members have a collective responsibility. This means that trustees always act as a group and not as individuals.

### What this involves:

- Support and provide advice on MCC's purpose, vision, goals and activities
- Approve operational strategies and policies and monitor and evaluate their implementation
- Oversee MCC's financial plans and budgets and monitor and evaluate progress
- Ensure the effective and efficient administration of the organisation
- Ensure that key risks are being identified, monitored and controlled effectively
- Review and approve MCC's financial statements
- Provide support and challenge to MCC's Manager in the exercise of their delegated authority and affairs
- Keep abreast of changes in MCC's operating environment
- Contribute to regular reviews of MCC's own governance
- Attend Board meetings, adequately prepared to contribute to discussions
- Use independent judgement, acting legally and in good faith to promote and protect the charity's interests, to the exclusion of their own personal and/or any third-party interests
- Contribute to the broader promotion of the organisation's objects, aims and reputation by applying your skills, expertise, knowledge and contacts

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve carrying out organising or attending promotional or fundraising events, researching, providing advice and guidance on new initiatives, representation or presenting at external meetings.

### Skills or attributes you will have:

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction.

- Willingness and ability to understand and accept responsibilities and liabilities of a trustee and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.

- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our charitable purpose.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**What you might gain:**

Satisfaction from helping to reduce social exclusion and improve well-being in your community.  
A greater knowledge about your local community and the Health and Social Care Sector.  
Experience of charity governance, organisational development and people management.  
Knowledge of the operating environment for charities in Teignbridge, Devon and England.  
Experience and skills that you can detail on application forms or CV if required.

**Who will supervise me / who do I go to if I have a problem:**

You'll be working collectively as part of the Trustee Team. It is the Chairperson's role to support and supervise Trustees.

**Time commitment:**

We estimate the minimum amount of time this role requires is 4 hours a month. If you want to commit more time to this role we would welcome and value your skills and commitment. There are board meetings which take place for 2 hours every quarter which you will need to attend in person. Ad hoc and occasional support may be required through working groups and / or support to the Manager. We are flexible about when you volunteer but we really appreciate you being honest and letting us know if your circumstances are changing or if you can no longer commit to volunteering.

**Location:**

We don't have a base. We meet in community buildings, in public spaces or on MS Teams. We know that many people volunteer to have contact with people. If you are volunteering to have social contact, please make us aware so we can make sure the role will suit your needs.

**Volunteer expenses:**

We are committed to reducing barriers to volunteering. If you would like help with travel, please let us know during the recruitment and induction phase.

**What happens next:**

We will invite you to have informal conversations about the role with some of our trustees and our manager. You will be able to ask us some questions about the role and the charity. We will also invite you to observe one of our trustee meetings. Through this process we can make sure the role will work for you and the organisation as well. If you want to progress and become a trustee, we will ask you to provide two character references.