

## TRUSTEE

### KEY RESPONSIBILITIES

Overall governance and strategic direction of the South Eastern Baptist Association, ensuring that the Association complies with its legal and statutory obligations and fulfils its duty to its members and beneficiaries through its charitable activities and delivers on its vision, priorities and values.

### CORE DUTIES

- Ensuring the Association only applies its assets and resources in pursuance of its objectives as defined in its Memorandum of Association
- Ensuring the Association complies with its trust deed, by laws and Articles of the Association
- Safeguarding the good name and values of the Association
- Ensuring the financial stability of the Association
- Protecting the property of the Association and ensuring the proper investment of the Association's funds
- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the overall effectiveness of the charity and for its “corporate” behaviour
- Ensuring that the charity’s governance and compliance is of the highest possible standard
- Making full use of personal skills, knowledge or experience to help the board make good decisions in the best interests of the Association
- Attending quarterly Board meetings, contributing actively in giving knowledgeable direction to the Association
- Preparing carefully for each meeting, scrutinising any papers provided and asking for any additional information required to make informed decisions

### ADDITIONAL DUTIES

- Health and Safety Trustee
  - Keeping abreast of latest legislation
  - Monitoring compliance
  - Reviewing risks and ensuring mitigating factors are put in place
  - Supporting the Operations Manager in regard to Health and Safety issues

- Safeguarding Trustee
  - Keeping abreast of latest legislation
  - Monitoring compliance
  - Reviewing risks and ensuring mitigating factors are put in place
  - Supporting the Safeguarding Officer
- HR Trustee
  - Keeping abreast of latest legislation
  - Monitoring compliance
  - Reviewing risks and ensuring mitigating factors are put in place
  - Supporting the Operations Manager in regard to HR issues

## EXPERIENCE

### Essential

- Committee/trustee work
- Knowledge of the type of work undertaken by SEBA

### Desirable

- A wider involvement with the voluntary sector
- Charity finance, charity fundraising
- Leadership skills exercised through a period change

## SKILLS

- A strategic and forward-looking mindset in relation to the charity's objects and aims
- Good, independent judgement, a commitment to political impartiality and the ability to think creatively in the context of the organisational and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- The ability to balance tact and diplomacy with a willingness to challenge and criticise constructively

## PERSONAL

- A member of a SEBA church who demonstrates Christian maturity and sound Biblical understanding
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Commitment to the Association's objects, aims and values and willingness to devote time to carry out responsibilities