



Trustee – Role Description

Our trustees play a vital role in making sure that the Netherton Feelgood Factory achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the Feelgood Factory has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable the Feelgood Factory to grow and thrive, and through this achieve our mission.

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

Duties:

- Support and provide advice on the Feelgood Factory's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee the Feelgood Factory'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 the Feelgood Factory's financial statements.
- Provide support and challenge to the Feelgood Factory's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the Feelgood Factory's operating environment.
- Contribute to regular reviews of the Feelgood Factory's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the Feelgood Factory's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of the Feelgood Factory'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 scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

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 and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees 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 vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a 3 year term of office Renewal is then subject to membership election.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 10 Board meetings annually.

Committee membership

Optional membership or one or more of the following:

Finance Sub Committee

- Marketing and Communication Operational Group
- Business and Fundraising Operational Group
- Volunteer Development and Management Operational Group