# Dorset Race Equality Council:

# Trustee Job Description: Draft

The duties of a trustee are:

* to ensure that the organisation complies with its governing documents, organisation law, and any other relevant legislation or regulations.
* to ensure that the organisation pursues its objectives as defined in its governing document (*N.B. provide name of master document*)
* to ensure the organisation applies its resource in pursuance of its objectives, (i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are)
* to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
* to safeguard the good name and values of the organisation
* to represent the Dorset Race Equality Council at functions and meetings as appropriate
* to declare any conflict of interest while carrying out the duties of a trustee
* to be collectively responsible for the actions of the organisation and other trustees
* to ensure the effective and efficient administration of the organisation
* to abide by the equality and inclusion policy of DREC
* to ensure the financial stability of the organisation
* to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
* to make sure the organisation is properly insured against all reasonable liabilities
* to appoint and support the employees and monitor their performance
* in addition to the above, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
* to attend meetings, and to read papers in advance of meetings
* to attend sub-committee meetings as appropriate
* to participate in other tasks as arise from time to time, such as interviewing new staff, dealing with discipline and grievances, helping with fundraising
* to keep informed about the activities of the organisation and wider issues which affect its work

## Trustee Person Specification:Draft

Each trustee must have:

* integrity
* a commitment to the organisation and its objectives
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* a willingness to devote the necessary time and effort to their duties as a trustee
* strategic vision
* good, independent judgment
* an ability to think creatively
* willingness to speak their mind
* an ability to work effectively as a member of a team
* an understanding and commitment to race equality principles and DREC’s policy on this.

Ideally the board of Trustees will need skills and experience in the following areas:

* setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
* financial management
* the type of (race equality) work being done by the organisation
* legal matters
* fundraising
* recruitment and HR management, including a knowledge of employment legislation
* public relations
* marketing
* computers and information technology
* campaigning
* education and learning

N.B. The Board will give special consideration to applications for trusteeships from candidates from minority ethnic communities in the Dorset area. Also,

trustees must be willing to give their time for free but are entitled to have their travel expenses reimbursed. Dependent’s care costs will also be considered.