

Job Description for ATE Trustee

Overall purpose

As a member of the Board of Trustees, you will be responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals, and be a force pressing for the organisation to realise the fulfilment of its objectives, legal and regulatory guidelines.

Main Duties and Responsibilities

- Act in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Approve the organisation's mission statement, annually assess the changing environment and review and approve the organisation's strategy
- Determine the overall direction and development of the charity through good governance and clear strategic planning.
- Promote and develop the charity in order for it to grow
- Ensure that the charity and its representatives function within the legal and regulatory framework of the sector, strive for best practice in governance, and uphold duties in a way that adds to public confidence and trust in the charity.
- Annually review and approve the organisation's annual budget and longer term financial goals
- Maintain sound financial management of the charity's resources for its long range strategy, ensuring expenditure is in line with the organisations' objects
- Ensure the effective and efficient administration of the charity and its resources
- Approve major policies, appropriate salaries, terms and conditions of service for all staff, and major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.
- Be assured that the organisational strength and staffing is equal to the requirements of the long range goals
- Review the results achieved by the staff team in relation to the organisation's aims and objectives, annual and long range goals and the performance of similar projects
- Provide candid and constructive criticism, advice, comments and praise
- Regularly discuss with the Chief Executive and members of the Board on matters that are of concern to her/them
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

Accountable to

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: beneficiaries, staff, volunteers, supporters, donors, and the Charity Commission.

Personal profile

Essential:

- Current or previous professional Development experience
- Worked/volunteered in Africa (experience in Ghana, particularly Upper West desirable)
- Based in West London or the Thames Valley corridor to ensure ease of transport to trustee meeting 3 times per year
- Enthusiasm, can-do attitude and can work well as part of a team

Desirable:

- Fundraising & networking skills
- Knowledge of disability, education and/or agriculture in the developing world