



ROLE DESCRIPTION FOR TGP CYMRU TRUSTEE

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Cardiff
Time commitment:	4 Board meetings per year and 4 Finance, HR and Policies Sub Group Meetings per year.
Reporting to	Board of Trustees

Overall purpose

The Board of Trustees is responsible for the overall governance and strategic direction of TGP Cymru, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. The Trustee Board is supported by the Chief Executive Officer and the Senior Management Team.

The Trustee Board is comprised of up to 12 Trustees.

Job Requirements

Essential:

- A commitment to TGP Cymru
- Integrity, strategic vision and sound judgement
- A willingness to devote the necessary time to the role
- Good communication skills
- Willingness to speak one's mind and listen to the views of others
- Ability to work effectively as a member of a team
- Understanding of the legal responsibilities and liabilities of a trustee
- Satisfactory DBS check

Desirable:

- Understanding of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Sector knowledge

Main Duties and Responsibilities

- To ensure that TGP Cymru complies with and pursues its objects as defined within its Memorandum and Articles (governing document).
- To ensure that TGP Cymru complies with charity law, company law and any other relevant legislation or regulations that affect its operation.
- To ensure that TGP Cymru uses its resources exclusively in pursuance of its objects, i.e. that the charity does not spend money on activities which are not included in its own objects, 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 and setting targets and evaluating performances against those agreed targets.
- To oversee the effective and efficient administration of TGP Cymru services.
- To ensure the financial stability of TGP Cymru as a charity both today and for the future
- To protect and manage the property of TGP Cymru and safeguarding proper investment of the charity's funds.
- To appoint the Chief Executive Officer and monitor his/her performance.

Trustee should within all their work:

- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board of Trustees or any of its sub-committees or groups and reflect the trustees' policies and concerns on all its sub-committees and groups.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.
- Be an active member of the Board in exercising its responsibilities and functions and regularly attend meeting of the trustees.
- Maintain good relations with senior managerial staff.
- Take part in training sessions provided for the benefit of the trustees.
- Safeguard the good name and values of the organisation.
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.

Health and Safety:

As a volunteer for TGP Cymru you have a responsibility under the Health and Safety at Work Act 1974 to:

- Take reasonable care of yourself and others at work.
- Co-operate with TGP Cymru to ensure laws relating to health and safety are not broken.

- Report any problems or concerns about health and safety to the manager in the area in which you are working.

Equal Opportunities

TGP Cymru is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Conflicts of Interest

To make the Chair and Board aware of any conflicts of interest that may arise for you during your term of office.

Confidentiality

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.