**Trustee Role Description (Voluntary)**

**Overall responsibilities**

**The duties of a Trustee are:**

* To ensure that the charity complies with its governing document, policy and procedure, charity law and other relevant legislative requirements
* To ensure that the charitable objectives are being met
* To contribute to the Board of Trustees role in providing strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
* To safeguard the reputation and values of the charity
* To ensure the effective and efficient management and administration of the organisation
* To protect and manage the property and assets and ensure the proper investment of the charity’s funds
* To ensure financial probity and that the charity is and will remain solvent
* To ensure governance arrangements are being met and to review the Board of Trustees own performance
* To appoint and support the senior staff and monitor performance against agreed criteria
* To contribute to the Board of Trustees in all relevant ways to enable the Board to reach sound and informed decisions

**Responsibilities:**

**Governance**

* To be an active Board member, helping to give the organisation strategic direction.
* To actively contribute at Board meetings and help to monitor the implementation of

 decisions taken at meetings.

* Contribute to the setting of policy, objectives and adherence to, thereafter.
* Help facilitate, change and manage conflict.
* Ensure the financial stability of the organisation and ensure sound risk management.
* To appoint independent auditors and approve audited/independently examined

accounts

**Leadership**

* Contribute to the development of the charity mission and vision.
* Raise the public profile and promote the reputation of the organisation.
* To provide leadership which supports staff to manage periods of change or difficulty
* To represent the company as necessary
* To provide the leadership necessary for all staff to deliver high quality services at all

 times

**Strategy**

* To review and agree any major changes to the organisation e.g. mergers/ partnerships
* To regularly assess the environment and develop the organisation’s business strategy
* To agree the annual organisational plan implementing the business plan
* To review and agree the 3 year Business, Strategy and Action Plan

**Performance Management**

* To monitor and assess the organisation’s results in relation to the 3 year Business, Strategy and Action Plan
* To agree alternative action to remedy shortfalls in performance

**Risk management**

* To maintain a robust overview of the principal risks facing the charity
* To exercise scrutiny over the charity’s risk management systems

**Accountability**

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: service users, members, funders, the Charity Commission. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

**Organisational structure**

**Board of Trustees**

**Artistic Director**

**Chief Executive/CEO**

**Many Voices Workshop Leaders**

**Freelance Writers/Creatives/ Artists/Production team/Cast**

**Many Minds Workshop Leaders**

**Creative Engagement Producer**

**Many Moons Workshop Leaders**

Reviewed September 2023

V Hibbs – Executive Director

Ratified by the Board of Trustees