

# **Richmondshire Building Preservation Trust**

## **Role Definition – Trustee**

### **Main Purpose**

- To actively govern the RBPT; directing and controlling the organisation through collective decision making
- To make individual knowledge and expertise available to the board, staff and volunteers as required
- To actively engage in the work of the board and its subgroups

### **Tasks and responsibilities**

- To take part in setting the strategic direction for RBPT and determining how it will get there through the annual planning process
- To ensure the vision and strategy are delivered by contributing to the defining of goals and targets and evaluating performance
- To be held to account for the actions of the organisation and to hold those who carry out the work (staff and/or volunteers) to account
- To ensure that RBPT complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To contribute to effective decision making and information sharing processes, positive group dynamics, and take part in reflection, learning and development as necessary
- To act as custodian of the assets of RBPT, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and to meet the objects of the charity
- To be an ambassador for the organisation, representing the organisation and linking the organisation to its stakeholders, such as members, the community, funders etc
- To contribute to the recruitment and induction of new trustees
- To contribute to the recruitment, selection and supervision of the General Manager of the Station and other lead staff

### **Qualities**

Trustees should:

- Have a commitment to the organisation and its aims
- Have a willingness to devote the necessary time and effort
- Possess good judgement and independence of mind
- Show a willingness to work collectively as part of a group
- Seek constructive debate and dialogue over confrontation

### **Commitment required**

Trustees are required to attend Board meetings which take place on weekday evenings and typically last two hours. There are seven Board meetings each year plus the AGM. A schedule is circulated in advance. Time will be required to read board papers and respond to issues by email between meetings.

Trustees are encouraged to take an active part in sub-groups and taking on particular roles or tasks