

## Role description

### Volunteer Trustee

**Time commitment:** Typical commitment of a Trustee is four meetings per year. Meetings are both in-person and remote for a duration of two hours plus occasional subcommittee meetings.

**Location:** Meetings take place in person at Spark Somerset office in Hambridge and remotely.

### Purpose of the role

The Board of Trustees is responsible for the overall governance and strategic direction of the organisation in accordance with the Memorandum and Articles of Association of Spark, Somerset.

### Main Responsibilities

- Work as part of the Board team to assist the Chair, Trustees and the Chief Executive to fulfil their duties and responsibilities for the proper financial governance of the charity.
- Support Spark Somerset as it works with new and existing VCFSE organisations to create a strong voluntary sector in Somerset which supports our local population.
- To ensure that Spark Somerset complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Spark Somerset meets its objects as defined in its Governing Document.
- Maintain sound financial management of the charity, ensuring expenditure is in line with its objectives, and investment activities meet accepted standards and policies. .

- To contribute actively to the Board and Senior Leadership Team in giving clear strategic direction to Spark Somerset, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Spark Somerset.
- To act in the best interest of Spark Somerset, beneficiaries, staff and volunteers at all times.
- To ensure the effective and efficient administration of Spark Somerset and its resources, striving for good governance.
- To read, understand and consider questions about Board papers prior to meetings and contribute to Board discussion as appropriate.
- To draw upon their experience and expertise offering guidance on new initiatives and consider any issues that may arise.
- To represent Spark Somerset at meetings and events as and when appropriate.

**This role is subject to appropriate checks and references in line with the Charities Act and our Volunteer Policy.**

### **Training and Induction**

You will receive an induction on the work of Spark Somerset and have the opportunity to meet our Trustees and staff. Additional training is available to support continued professional development.

### **Payment of expenses**

Agreed out of pocket expenses will be reimbursed.

### **Person Specification**

All criteria listed (in no particular order) is important, however particular attention should be given to those marked 'E' which are essential requirements. Please provide examples in your application or covering letter and evidence of how you meet them.

If your application is successful, you will be invited to meet some members of our Board to discuss your application and experience.

Following the interview, you may be invited to observe our next Board meeting and meet the wider team to ensure that you are a good fit with the Trustee Board.

Category	Criteria	Essential (E) Desirable (D)
<b>Experience</b>	Knowledge of fundraising relevant to voluntary and community organisations	D
	Knowledge of financial management	D
	Previous Management/Board Experience	D
	Experience of committee work	D
	Leadership experience	D
<b>Skills, Knowledge and abilities</b>	Strategic vision	D
	Good independent judgement	E
	Ability to think creatively	D
	Ability to work effectively as a team	E
	Good communication and interpersonal skills	E
	Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	D
<b>Personal Qualities</b>	Commitment to the organisation	D
	Tact and diplomacy	E
	Impartiality and the ability to respect confidences	E
	Willingness to speak and challenge	D
<b>Additional Factors</b>	Willingness to devote time and effort as necessary	E
	Trustee understands legal duties, liabilities, and responsibilities	E

## **Diversity and inclusivity**

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints; driving debate, encouraging creativity, and helping us to engage with new audiences to achieve the greatest impact in our communities. As such, we encourage applications from people who belong to groups which are often marginalised in society or those who already work or volunteer with another organisation.