

Trustee Role Description

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Exeter.
Reporting to:	Chair of the Board of Trustees.

The Trustee Role

Trustees have equal status and voting rights and are jointly and individually responsible for the following:

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of Exeter City Farm, developing the charity's aims, objectives and goals in accordance with constitution, legal and regulatory guidelines. To ensure that the organisation pursues its objectives as set out in the governing document.

Strategic Direction

Trustees will ensure that Exeter City Farm has a clear vision, mission and strategic direction in line with its charitable purposes and is focused on achieving these. Trustees will work with the Chief Executive to ensure the drawing up and scrutiny of a range of documents and processes to deliver strategic direction including strategic and operational plans.

Performance Management

Trustees are responsible for the recruitment, management and accountability of the Chief Executive. Through the Chair of the Trustee Board they will ensure he/she receives regular feedback on performance in managing Exeter City Farm and in meeting his/her objectives.

Trustees will monitor and review Exeter City Farm's performance against strategic objectives and stakeholder satisfaction ensuring relevant reporting to funders and stakeholders and the development of policies and strategies to address arising issues.

Compliance

Trustees must ensure Exeter City Farm complies with all legal and regulatory requirements, taking professional advice as appropriate.

Management of Assets

Trustees will ensure there are appropriate policies and practices in place to ensure sound financial management, stability and accountability and ensure all resources are used effectively to achieve Exeter City Farm's charitable purposes.

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Trustees will ensure that major risks are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

Trustees will ensure that intangible assets such as organisational knowledge and expertise, intellectual property, Exeter City Farm’s brand, good name and reputation are recognised, used and safeguarded.

Good Governance

Trustees will ensure highest possible standards of governance, regularly reviewing governance structures, policies and practices relating to the operation of the Board, members, subcommittees and responsibilities of staff.

The Trustees will ensure it reviews the Board’s own practices and performance regularly and takes active steps to address development issues.

Contribute Knowledge and Expertise

Trustees will contribute specific knowledge and expertise to help the Board reach decisions. They will help source further expertise and support the Board to reach collective decisions utilising a range of information.

Shared Responsibilities

1. Carry out other duties and activities as may reasonably be required in order to support Exeter City Farm in achieving shared goals.
2. Carry out the responsibilities of this role in a resource efficient manner.
3. Adhere to Exeter City Farm’s policies and practices, and actively support and promote Exeter City Farm’s vision, mission and objectives.

Person Specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.

Experience, knowledge, skills and attributes	Essential	Desirable
Commitment and enthusiasm to the work of Exeter City Farm.	X	
Commitment to devoting the necessary time and attention to the role of Trustee.	X	
Ability to think strategically and to focus on the whole picture.	X	
Ability to analyse and evaluate management information and other evidence.	X	
Ability to make and express sound independent judgements.	X	

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Ability to work effectively in a group, to form positive and productive relationships with fellow Board members, the Chief Executive, staff team and partners.	X	
Experience, knowledge, skills and attributes	Essential	Desirable
Ability to communicate clearly and sensitively and to take an active part in discussions.	X	
Ability to think creatively.	X	
Willingness to express opinions in a reasoned way, while also listening to the views of others.	X	
Ability to challenge constructively and ask questions appropriately.	X	
Adherence to the principles of selflessness, integrity, accountability, openness, honesty and leadership.	X	
Willingness to listen and learn.	X	
Willingness to make and stand by collective decisions, including those which may be unpopular.	X	
Ability to manage difficult and/or challenging situations.	X	
Understanding of the role of a Trustee including legal responsibilities.	X	
Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity.	X	
Ability to maintain confidentiality and handle sensitive information effectively.	X	
Desirable skills and experience in at least one of the areas below:		
Trustees responsibilities (e.g. finance, human resources, legal, strategic development, management, fundraising, marketing etc.)		X
Specific areas of the organisation's work (e.g. horticulture, farming and animal care, environment, social inclusion, community work, project development, education and training, volunteering etc.)		X
That which comes from being part of and able to represent to wider interests of a particular group with whom Exeter City Farm works (e.g. older people, young people, children and families, people with learning difficulties and disabilities, refugees, minority ethnic communities, people with physical disabilities, people with mental health needs, socially isolated, long term unemployed etc.)		X
Knowledge of legal and charity commission requirements of charities.		X

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Please note that specific roles of Chair, Treasurer and Secretary have separate roles and skills required which are reflected in their specific role descriptions.

Other requirements: You must be over 18 years old and live in the United Kingdom. We are unable to consider applications from individuals who would be disqualified from being a trustee by the Companies Act or Charities Act including anyone who has been convicted of a crime or deception or dishonesty unless the conviction is spent.

Trustees will need a DBS check prior to being accepted for the role. The charity will meet the cost of this.

What We Expect of You

Trustee Board Meetings currently take place on the third Tuesday of every month from 7pm to 9pm in Exeter.

Trustees are expected to play an active role in board meetings, scrutinising board papers, leading discussions, focussing on key issues and providing advice and guidance. Trustees may also be asked to take a key role in leading advisory councils.

Between meetings we may need Trustees to review documents and respond to emails asking for approval for certain courses of action.

Some Trustees are requested to act as signatories.

Occasionally we may ask Trustees to be involved in other activities such as recruitment, disciplinary and complaints and short-lived working groups.

Occasionally we may ask Trustees to represent Exeter City Farm at functions and meetings.

Expenses

This post is a voluntary one and there is no salary or allowance payable. Expenses will be reimbursed in line with our volunteer expenses policy.

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