

## Trustee Role Description and Person Specification

Role:	Trustee   Company Director
Essential Checks:	Enhanced Disclosure and Barring Service (DBS) check, references
Type of Position	Voluntary (unpaid), initial three year position on board
Location:	Meetings are usually held in Penarth, Vale of Glamorgan, South Wales
How to apply:	Email your completed application form and covering letter, which should detail your suitability, together with details of two people to provide a character reference to: <a href="mailto:vicky@challengewales.org">vicky@challengewales.org</a>
Deadlines:	10th February 2019, and role(s) will remain open if suitable candidate(s) aren't found.

*Travel expenses are not currently reimbursed*

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Challenge Wales is an award-winning sail training charity, based in South Wales and currently operates two vessels carrying out youth development activities and adult fundraising voyages. Sailing activity takes place around the Welsh coast, Ireland, South coast and further afield where sail training events and races are taking place. In the past this has included Spain, Portugal, Belgium, Finland, Sweden and Norway.

### **What it means to be a Trustee of Challenge Wales**

Challenge Wales is both a registered charity and a company limited by guarantee. You are therefore both a Trustee and a company director responsible for ensuring that the charity is governed in accordance with both charity and company law.

This job description uses the term 'Trustee' to refer to both these roles.

The charity has a rotating Chair system giving all Board Members a turn in chairing meetings.

### **The formal duties and responsibilities of Trustees**

- The Governing Documents  
Our governing documents are the Articles of Association and they set out the formal duties and responsibilities of the Trustees. As a Trustee, the Board is responsible for the overall governance and strategic direction of the charity, developing the charity's aims, objectives and goals in accordance with the governing document and legal & regulatory guidelines.
- General Duties and Responsibilities  
The following are general duties that Trustees need to do as directed by the Charity Commission and Companies House:

1. To help protect the property and interests of the charity
  2. To give time to the administration of the charity and take an active part in running it
  3. To understand the purpose of the charity and how the charity works
  4. To be generally aware of the charity's financial position and ensure financial stability of the charity
  5. To meet and engage with fellow Trustees to learn about the charity
  6. To ensure that all necessary statutory documents are returned to Companies House and the Charity Commission on time
  7. To safeguard the good name and values of the charity
  8. To act reasonably, prudently and in the best interests of the charity in all matters at all times
  9. To avoid letting personal prejudices affect your conduct as a Trustee
  10. To contribute actively to the Board of Trustees' role of giving a strong strategic direction to the organisation, setting overall policy, developing goals and evaluating performance
- Additional Duties and Responsibilities  
The following have been adopted by Challenge Wales to complement the formal duties and responsibilities above:
    1. To abide by Challenge Wales' policies and procedures at all times such as those on health and safety and confidentiality etc
    2. To endeavour to attend and contribute to all Board meetings. In accordance with the governing document, Trustees missing 4 consecutive board meetings will normally be asked to leave
    3. To join one of the sub-committees, steering groups or panels (depending on your skills and experience)
    4. To attend, as best as possible, Challenge Wales events, open days, volunteer events, celebration events and Members events that take place
    5. To represent Challenge Wales at other events (e.g. networking events) and by being an ambassador and advocate for the charity, actively promote Challenge Wales amongst its target audiences.
    6. Maintain good relations with the staff and volunteers
    7. Be more hands-on while the charity is growing and moving from being run day-to-day by Trustees to being run by a core team.

### **Personal Specification**

- Have a genuine interest in the vision and mission of the charity with a commitment to helping young people develop their life skills
- A willingness to devote time and effort
- Strategic vision, good & independent judgement
- Ability to take on the (rotating) chair position when required
- Be a team player, respect the nature of collective decision-making while contributing their own viewpoint
- An understanding and acceptance of legal duties, responsibilities and liabilities of Trusteeship



Challenge Wales has determined that, collectively, its Trustees need have the following skills, knowledge or background in one of the following:

- Recruitment
- Environment /Green Issues /Sustainability
- Fundraising (Community, Corporate or Individual Giving/Donors)
- Law (preferably charity) OR
- Be a young person (aged 18 – 25)

Time Commitments – Trustee commitments are usually around 10 – 20 days a year.

Further information on Challenge Wales can be found at [www.challengewales.org](http://www.challengewales.org).

You can read some of our case studies here: <http://challengewales.org/about-us/the-impact-of-our-work/>

The Charity Commission have a comprehensive library of guidance to help Trustees understand their duties and obligations and to help them understand the charity sector. [The essential trustee: what you need to know \(CC3\)](#) is a document you should read prior to becoming a trustee.