

# Bedford House Community Association

## Board of Trustees – Role Description

### TITLE

Trustee of Bedford House Community Association (BHCA), Member of the Board.

### MAIN DUTIES OF TRUSTEES

1. To contribute to creating and reviewing BHCA's central vision and mission.
2. To ensure compliance with the Constitution, Charity Law and any other relevant legislation or regulations.
3. To engage in strategic planning in line with the vision and mission of BHCA.
4. To help in the formulation and reviewing of policies that govern how the work of BHCA is carried out.
5. To approve and monitor the activities of BHCA to ensure that they comply with the charity's objects and all relevant legislation. To ensure Resources are only used in pursuance of BHCA's charitable objectives. To ensure that BHCA has the financial resources to carry out its mission.
6. To provide financial oversight and ensure sound risk management in respect of BHCA's activities, organisational assets, and property.
7. To ensure that BHCA abides by the legal and ethical responsibilities as an employer including ensuring equal opportunities in its appointments and regular appraisal of staff.
8. To safeguard the good name and values of the organisation.
9. To use any specific skills, knowledge, and experience to help the Board of Trustees to reach sound decisions. To take a lead when appropriate in the scrutinizing of board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.
10. To work effectively with BHCA committees and working groups as appropriate.

### PERSON SPECIFICATION

#### Essential:

1. A commitment to BHCA
2. A sense of strategic vision for BHCA as an organisation
3. An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
4. A willingness to devote the necessary time and effort for attendance at Board meetings and any necessary preparation or work that may reasonably be required outside of Board meetings. Trustees are required to commit to attending a 3-hour Board meeting every 2 months, sub-committee meetings and occasional BHCA events during the year.
5. Good independent judgment and a willingness to challenge opinions with diplomacy.
6. An ability to work creatively within a group.
7. An ability to work effectively as a member of a team.

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8. An understanding of business development and budget management.
9. To value and adhere to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### Desirable:

1. Experience of being a trustee or director.
2. Experience of working on a committee.
3. Experience of operational management.
4. Experience of budget management.
5. Experience of at least one of the following skills:
  - a. Business strategy, growth and development
  - b. Fundraising
  - c. Marketing/communications and public relations
  - d. Building Management
  - e. Educational sector

March 2021