

Abbey People CIO Trustee Job Description

Trustee Role Purpose

As a trustee, you will be responsible for the overall governance and strategic direction of Abbey People CIO, developing its aims, objectives and goals in accordance with company guidelines, legal and regulatory guidelines.

The trustees will carry out business on behalf of the charity. In your role, as a trustee, you will help to protect the wealth and assets of the organisation. You will be legally responsible for the assets and debts of a trust.

Trustee Responsibilities

Trustee responsibilities include:

- Ensuring that Abbey People CIO complies with guidelines, legislation and any other legislation or regulations
- Making sure that the charity pursues defined goals in line with its stated objectives
- Monitoring the financial position and ensuring that it operates within its means and that there are clear lines of accountability for financial management
- Ensuring that the resources of Abbey People are used only to pursue legitimate objectives
- Contributing to the Board of Trustees' role of providing strategic direction, risk management and supporting the development of policies, goals and targets
- Maintaining the good name of the charity
- Making sure that the administration of the charity is carried out efficiently
- Ensuring the financial stability of an organisation
- Scrutinising Board papers and other communications
- Using specific expertise to assist in certain areas
- Participating in working groups or committees as necessary
- Attending seminars and networking events when required
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- Maintaining confidentiality about any sensitive or confidential information received in the course of duties as a Trustee
- Regularly attending and taking a full part in meetings. Trustees are expected to attend all scheduled meetings (4 per year on average)

Skills and qualifications

These skills include:

- Commitment to the goals and aims of Abbey People CIO
- Dedication to the role and a willingness to devote the required time
- The ability to make good independent judgements
- Being able to think creatively
- Understanding the importance of carrying out required legal duties
- Proven strategic abilities that can be used to create effective plans
- Strength of character coupled with the ability to voice concerns and opinions
- Proven experience working as a member of successful teams
- Integrity and objectivity which can be applied to all aspects of the role
- A personal interest in fighting poverty, injustice and inequality.

Officer or areas of interest leads

The trustee board will appoint individuals by a vote for the following officer and area lead roles.

Chair

Treasurer

Secretary

Chair of Operations Group

Chair of Facilities Group

Safeguarding Lead

Risk Management Lead