



Trustee Role Description

Our trustees play a vital role in making sure that The Glendale Gateway Trust achieves its core purpose. They also ensure that The Glendale Gateway Trust has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the staff team to enable us to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- ☐ Support and provide advice on GGT's purpose, vision, goals and activities.
- ☐ Approve operational strategies and policies, and monitor and evaluate their implementation.
- ☐ Oversee GGT's financial plans and budgets and monitor and evaluate progress.
- ☐ Ensure the effective and efficient administration of the organisation.
- ☐ Ensure that key risks are being identified, monitored and controlled effectively.
- ☐ Review and approve GGT's financial statements.
- ☐ Provide support and challenge to GGT's Operations Manager in the exercise of their delegated authority and affairs.
- ☐ Keep abreast of changes in GGT's operating environment.
- ☐ Contribute to regular reviews of GGT's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- ☐ Use independent judgment, acting legally and in good faith to promote and protect GGT's interests, to the exclusion of their own personal and/or any third-party interests.
- ☐ Contribute to the broader promotion of GGT's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

What we are looking for?

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities

- ☐ Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- ☐ Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- ☐ Effective communication skills and willingness to participate actively in discussion.
- ☐ A strong personal commitment to equity, diversity and inclusion.
- ☐ Enthusiasm for our vision and mission.
- ☐ Willingness to lead according to our values
- ☐ Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment:**Terms of office**

- ☐ Trustees must be a member of the Glendale Gateway Trust in order to be elected at the AGM.
- ☐ Trustees are appointed for a 3-year term of office, renewal for 3 further terms to a maximum of 9 years.
- ☐ This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- ☐ Attending bi-monthly Board meetings (6 annually). Currently meetings are held at the Cheviot Centre, Wooler.
- ☐ Attending annual strategy / training days and the AGM.

Committee membership

Ad hoc and occasional support through working groups and / or support to the staff team.

Please also read the below further information:

Charity Commission**The essential trustee: what you need to know, what you need to do**

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Good Governance: A Code for the Voluntary and Community Sector

<https://leadinggovernance.com/wp-content/uploads/2020/08/Code-of-Governance-Full1.pdf>