



Job Description Trustee

© Whitgift SNAP
Registered Charity: 1056828
June 2008

Function & Accountability

A Trustee of the Charity will support the Chairman and Vice-Chairman in their work to maintain and develop the Project. A trustee will sit on the Management Committee, assist with fund-raising and carry out tasks appointed to them as necessary.

A Trustee will be accountable to the Chairman and the Management committee as a whole.

Hours

Attendance at monthly Management Committee meetings. Attendance on the Project would be preferable, but is not a prerequisite.

Duties

- to have the relevant skills, representative status and authority to carry out tasks as allocated
- to attend regular Management Committee meetings and the Annual General Meeting, and to contribute to the meetings ensuring that relevant business is covered and associated tasks are identified, allocated and reviewed
- to attend the Project Review Meeting and aid the Chairman in the production of a full report and forward plan
- to be available to attend relevant training to meet the demands of the role
- to assist in the recruitment and selection of Project staff and volunteers
- to carry out CRB checks for staff and volunteers if authorised to do so
- to assist in the training and ongoing supervision of paid staff and volunteers as agreed by the Management Committee
- to participate in PR and fundraising events as required by the role
- to assist the Chairman and Treasurer with the preparation of funding applications and monitoring information

Expenses will be re-imbursed in accordance with the Volunteer Expenses Policy.

All volunteers participating in Whitgift SNAP require Enhanced Police Disclosure and are expected to support and work within the policy and practice guidelines laid down by the Management Committee, including Equal Opportunities.

This job description should be read with reference to Whitgift Snap's Management Committee Powers within the Charity's Constitution, and in conjunction with the policies concerning quality standards.