



**Title: Trustee – Legal and HR focus**

**Reporting to: Chair of Trustees**

- **Commitment:** 4 - 6 hours per month (approx.) for general support, including 4 board meetings per year (Timings flexible dependent on board availability).
- **Salary:** Voluntary position. Travel expenses will be paid.

Clear Sky is a charity established to support children and young people who have experienced trauma and difficult life circumstances through specialist Play & Creative Arts Therapy services. Clear Sky use a whole school approach working with parents, teachers and other professionals; whilst keeping the child and play at the heart of everything we do.

### **Key Roles and Responsibilities**

- To contribute to the overall strategy that ties in with the growth and development of Clear Sky.
- To assist in awareness building for Clear Sky.
- To attend and constructively contribute to all board meetings.
- To develop a positive, collaborative relationship with the executive team and the other board members.
- To advise on HR and legal matters where the applicant has relevant knowledge (this does not preclude taking outside advice)



## **Person Specification**

### Experience:

Individuals are sought who have a strong empathy with our mission to help children who have experienced trauma.

- Knowledge of the operation of a Not-for-Profit organisation.
- Ability to make a constructive contribution to Clear Sky's key objectives and strategies.
- Ability to build constructive relationships with other board members
- Excellent communication, interpersonal and networking skills.
- A positive and 'can-do' outlook.
- Ability to evaluate situations and point out issues.
- Ability to think strategically.
- Able to observe and respect confidentiality.
- Ability to provide constructive challenge and support.
- Presentation skills.

### Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and executive team
- A commitment to promoting equality and diversity



## Context

The Board of Trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health, the integrity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the CEO and monitor his or her performance.

In addition, with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.



- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.