Supporting adults with learning disabilities

TRUSTEE ROLE DESCRIPTION

Bath Gateway Out and About provides a wide range of age appropriate fun social and leisure activities for fifty or more adults with learning disabilities. We provide activities that can make a real difference to our members' lives, not only integrating them into the local communities around Bath but also increasing their confidence and independence.

As a Trustee, with your co-Trustees you must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose.

Specifically

- Ensure that the organisation complies with its governing document/objectives, charity law, and any other relevant legislation or regulations.
- Contribute actively to the board of trustees by giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance.
- Ensure that the organisation does not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- Safeguard the good name and values of the organisation.
- Represent the charity at functions and meetings as appropriate.
- Prepare for and attend committee meetings (every 6 weeks), including our AGM (Annual General Meeting).
- Declare any conflict of interest while carrying out the duties of a trustee.
- Ensure the effective and efficient administration and running of the charity.
- Participate in other tasks as may arise from time to time, such as interviewing new staff or helping with fundraising.
- Finally, each Trustee should try to use any specific skills, knowledge or experience they may have to help the board of trustees reach sound decisions.

Qualities

- Integrity.
- Commitment to our charity and objectives.
- Willingness to devote the necessary time.
- Good, independent judgment.
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- Strategic vision.
- Ability to think creatively.
- Willingness to speak their mind.

Useful Skills and Experience

- HR
- Finance
- Software and IT