



Trustee Job Description and Person Specification

Purpose:

The Board of Trustees is responsible for safeguarding the Dukes, and governing the charity so that it achieves its mission and objectives.

Key duties of being a Trustee:

Duties and responsibilities are collective and every trustee is expected to contribute with their relevant expertise and abilities:

- Provide leadership and direction by setting the mission and vision, policy and goals of the organisation, approving plans to achieve these, and evaluating performance and outcomes.
- Appoint the Director and work closely with them and the staff team to shape the vision and resources of the Dukes.
- Ensure the Dukes long-term financial health including approving budgets and accounts, monitoring the finances, and protecting the charity's funds, property and assets.
- Safeguard the name, values and reputation of the Dukes, including adherence with the law and the governing document, and the setting of policies and standards.
- Be alert to the opportunities and risks facing the Dukes and work with trustees and staff to respond to these. This may include supporting fundraising and partnerships as required.
- The trustees adhere to the Nolan principles of public life:

Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability – Holders of public office are accountable for their decisions and

actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership – Holders of public office should promote and support these principles by leadership and example.

Attributes of being a Trustee:

- Maintain good relations and communications with other trustees, act openly, collaboratively and professionally, and always in best interests of the Dukes.
- Be willing to undertake appraisals, training and personal development in relation to trusteeship.
- Give time to thoroughly prepare for meetings, attend regularly, contribute to the board; and where agreed with the Chair, work with the staff team.
- Show enthusiasm for the work of the Dukes and be an advocate for the organisation.
- Maintain a good working knowledge of the range of the Dukes activities and attend performances, screenings and events to stay informed.
- Be willing to offer personal and professional skills and advice in board meetings and to support the work of the staff when required.
- Take responsibility for board decisions, be accountable and hold others to account when necessary.
- Discretion and the ability to treat sensitive information confidentially.