

RETAS Trustee Role Description

1. Who are the Charity's Board of Trustees?

Trustees are the people responsible under the charity's governing document for the administration and management of the charity as required by The Charity Act 1993. At RETAS the trustees are known as The Board of Trustees who are legal representatives.

The Board comprises

Elected representatives elected by the Board who include:

- The Chair
- The Treasurer
- The Secretary
- Elected Trustees

Appointed Representatives:

RETAS staff and Volunteer Representatives are invited to attend and participate in Board meetings as representatives of the many groups who are involved on a day to day basis with RETAS.

2. The role of the Board of Trustees

At its simplest our role is to receive any funding which comes in as a result of successful bids, sponsorship, or donations, and to safeguard its use. This means monitoring and overseeing its use in a manner which we consider most beneficial for achieving the aims and objects of our organisation. We would then approve and enter into contracts as suggested by our CEO. The Trustees are also directors of the organisation registered at Companies House. Trustees should always act in the best interests of RETAS, *acting as a group and not individuals*.

3. The Legal Duties of a trustee board member

These duties help trustees to understand how to fulfil their role:

- Ensure RETAS complies with its governing document, charity law, and relevant legislation
- Ensure RETAS pursues its 'objects' - *as defined in its governing document*
- Ensure RETAS applies its resources exclusively in pursuing its objects - *implement appropriate financial control*
- Ensure the financial stability and sustainability of RETAS
- Act in the best interests of, safeguard and promote the good name and reputation of RETAS – *deal with conflicts of interests*
- Contribute actively to the trustee role in giving firm strategic direction to our organisation. *This could mean setting overall policy, defining goals, setting targets, and evaluating reports on performance provided by the CEO and leadership team*
- Act with reasonable care and skill – *take appropriate advice when needed*
- Appoint and support the chief executive officer and monitor his/her performance
- **'The Essential Trustee CC3' an NCVS document provides further guidance**

4. Specific Skills, Knowledge and Experience

In addition to their statutory duties' trustees at RETAS are encouraged to use any specific skills, knowledge or experience they have **in helping the Board reach sound decisions**. This may involve leading discussions, focussing on key strategic issues from our strategic plan, providing advice and guidance on new initiatives, evaluation, or other issues in which the trustee has specific expertise.

Collectively the RETAS Board of Trustees needs skills and experience in:

- Financial management
- Governance in the voluntary sector
- GDPR compliance /Data management
- Fundraising and income generation
- National and local voluntary sector
- Promoting diversity/Equal opportunities
- Human resource management, employment and training
- Safeguarding policies and implementation
- Management of volunteering programmes
- Promotion through marketing, digital strategy and social media
- Collaborative working, and partnerships with the community

5. Person Specification

Each trustee must have:

- A commitment to the mission and values of RETAS
- A willingness to devote the necessary time and effort
- Integrity and a willingness to listen
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to share ideas and speak their mind
- An ability to work as a member of a team and make considered decisions in the interests of RETAS. This will involve a degree of familiarity with the environment in which staff and volunteers work, and the setting in which services are delivered
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship

Time commitment

Trustees are expected to attend an induction prior to their first board meeting and will be paired up with an experienced trustee as mentor.

Board meetings are held a minimum of 4 times a year with additional meetings as required.

A further day is allocated to strategic planning with trustees, staff and volunteers.

TRUSTEE RECRUITMENT

We are looking to recruit **2** new trustees to the Board of Trustees for our busy organisation in the heart of Harehills.

RETAS provides **Employment, Education and Training services** for refugees and asylum seekers. We are committed to appointing a racially diverse Board and particularly welcome applications from people who:

- Have a commitment to improving the life chances of refugees and asylum seekers from diverse backgrounds
- Are from the Black and Asian community
- Are happy to share their own experience, skills and expertise in the development and success of RETAS
- Will work collaboratively in their role as trustee always taking decisions in the best interests of the charity
- Who are migrants or refugees with lived experience of the impact of immigration policy and practice

If you would like to find out more, an Information Pack is available which expands on the role and gives you some background information on our organisation.

Website: www.retasleeds.org.uk where you can locate the Trustees Information Pack under 'Our Team'.

Please email a letter of application/interest to: liz@retasleeds.co.uk

Phone: 0113 380 5630

If you would like an informal chat please ring our Chair of Trustees Robert Gosling on: 07734 111 750