



Trustee Role Description

Our trustees play a vital role in making sure that Freeva achieves its core purpose. They also ensure that Freeva has a clear strategy and that our goals work are in line with our vision and mission. They oversee the overall management and administration of the charity. Just as importantly, they support and challenge the executive team to enable Freeva grow and thrive, and stay financially strong.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Freeva's purpose, vision, goals and activities.
- Approve strategies, operational plans and policies, and monitor and evaluate their implementation.
- Oversee Freeva's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Freeva's financial statements.
- Provide support and challenge to Freeva's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Freeva's operating environment.
- Contribute to regular reviews of Freeva's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Freeva's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Freeva's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Attendance at board meetings will be required however there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve approval of the statutory results, scrutinising board papers, leading discussions, focusing on key challenges, providing advice and guidance on new initiatives, presenting externally, or other matters in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring wealth of experiences, energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.



Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision, mission and longer term goals.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attendance at Board meetings, currently meetings are held remotely on the last Wednesday of the month from 5.30pm to 8pm. Occasionally some meetings maybe in-person.
- Attending annual strategy planning day.

Ad hoc and occasional support through working groups and / or support to the executive team.