

Volunteer Role: Trustee

Job Description and Person Specification

Sustainable Merton is a small charity based in Merton that aspires to be the leading organisation in the borough for individuals, local bodies, partners and businesses to source information and support for achieving environmental sustainability in their projects and daily lives.

Trustees are unpaid and are expected to attend 4 trustee meetings a year, along with the AGM. All meetings are held in the evening.

The Board of Trustees is made up of the chair and between x and x appointed trustees.

The statutory duties of a trustee are to:

- Ensure that Sustainable Merton complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that Sustainable Merton pursues its objects as defined in its governing document
- Ensure Sustainable Merton uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Contribute actively to the Board in giving firm strategic direction to Sustainable Merton, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of Sustainable Merton
- Ensure the effective and efficient administration of Sustainable Merton
- Ensure the financial stability of Sustainable Merton
- Appoint the CEO and monitor her/his performance

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Trustee Person Specification

- Commitment to and willingness to work in accordance with Sustainable Merton's principles and values
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life as outlined in the Trustee Code of Conduct: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

The board of trustees collectively need skills and experience in the following areas:

- Financial management, income generation and fundraising
- Risk management
- Business planning and enterprise growth
- Marketing, campaigning, digital communications
- Influencing and leadership
- Environmental law and policy
- Charity and voluntary sector organisation
- People and team management
- Collaborative partnerships and relationship building