

Trustee Role Description

BLACK ISLE CARES work with members of their local communities to create community connections and enhance support, identify services and empower community members to maintain a healthy and happy life. For over 5 years, BLACK ISLE CARES has brought our community together to solve problems, enhance service provision and inspire each other. Our work includes Meals on Wheels service, BIC MoW Garden Project and a wide variety of Intergenerational projects involving children and young people of all ages.

1. Who are the charity's trustees?

The Charities and Trustee Investment (Scotland) Act 2005 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For BLACK ISLE CARES the charity trustees are the board of the organisation known as the trustee board.

The trustee board comprises:

- the chair
- the vice-chair
- the treasurer
- the secretary
- up to eleven elected trustees

2. The role of the board of trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them for the charitable purposes as declared in the objects of BLACK ISLE CARES. The trustee board must always act in the best interests of BLACK ISLE CARES, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The trustee board must act as a group and not as individuals.

3. Duties of a trustee board member

The duties of a trustee board member are to:

- ensure that BIC complies with its governing document (its Constitution), charity law, and any other relevant legislation or regulations
- ensure that BIC pursues its objects as defined in its governing document
- ensure BIC applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees' role in giving firm strategic direction to BIC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of BIC
- ensure the financial stability of BIC
- protect and manage the property of BIC and to ensure that proper investment of BIC's funds as applicable
- appoint and support the Development Officer and monitor his/her performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

4. Minimum time commitment

Trustees are expected to attend an induction session at BLACK ISLE CARES prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held six times a year during normal office hours. One meeting each year is allotted to strategic planning. The other four meetings last approximately two hours and are usually at BLACK ISLE CARES's office in Fortrose.

- Papers are distributed one week in advance of meetings.
- Trustees may be asked to join one of three board committees, each of which meets twice a year, for approximately two hours, during normal office hours, in Fortrose.
- Trustees are invited to the annual general meeting (AGM) of BLACK ISLE CARES, which takes during the day in April in Fortrose.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

5. Person specification

Each trustee must have:

- a commitment to the mission of BIC
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind in a respectful manner
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of BIC.

The board of trustees collectively needs skills and experience in:

- financial management, income generation and enterprise
- national and local third sector
- national and local government and statutory bodies
- digital strategy
- trading subsidiaries and social enterprise
- human resource management
- volunteering management
- funding/foundations
- collaborative partnerships