

Policy

Volunteer Role Profile

Role	Trustee
Summary of Role	• Ensure that Redbourn Community Group is carrying out its purposes for the public benefit in accordance with the mission of the charity • To fully comply with its governing document and all legal/regulatory requirements, including those of the Charity Commission • Act in the best interests of the charity as agreed and defined by its constitution, mission, strategy and values • Act with reasonable care and skill • Manage the charity's resources responsibly • With other Trustees ensure the Charity complies with Statutory accounting and reporting requirements • Jointly with other Trustees, hold the charity 'in trust' for current and future beneficiaries
Key responsibilities	• Fully participate and contribute to trustee meetings and members' meetings • Drive and supports the development of a sustainable charity for the longer-term, contributing fully to strategic development and planning, setting targets and goals and monitoring performance, leading in assigned areas • Takes joint responsibilities with other trustees for delivering key agreed initiatives/changes • Supports the day-to-day smooth running of the charity in a number of ways including but not limited to: ○ Supporting new introduction of improvements ○ Participating in community events and other communication/awareness building/client and volunteer support activities ○ Approving grants • Take the lead on defined aspects assigned to their role • Contribute to aligned working groups and projects within the charity • Fully comply with the duties of a trustee and contribute to ensuring the charity is well governed • May act as a spokesperson for the charity • Acts as a link between trustees and volunteers, clients and any people the charity might work with or through
Specific skills	• Must be at least 18 years of age and properly appointed following the procedures and any restrictions in the charity's governing document • IT skills such as Outlook and Office packages essential

Capabilities	• Excellent listening skills • Good independent judgement • Able to understand and communicate effectively with a wide range of people and organisations • Able to lead a project or part of the work of the RCG seeking agreement and support from other trustees and members as required • Able to make decisions and recommendations that take forward the work of RCG • Ability to work as part of a team • Ability to lead and adapt to change, showing flexibility in thinking and approach when required • Understanding of confidentiality • Empathy, patience, sensitivity, and integrity • Understanding of the local community and the services available from the Care Group • Understanding of the vision, mission, strategy, values and action plan for the charity
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This policy will be subject to review at intervals of two years.
Policy approved and adopted by all Trustees: September 2022.



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