

ROLE DESCRIPTION

Trustee Board Member

The Board of Trustees are jointly responsible for the overall governance and strategic direction of InterAct (Chelmsford) Ltd, ensuring it is solvent, well-run and delivers the outcomes for which it was established.

Principles

- All prospective trustees must be willing to accept the legal duties, responsibilities and liabilities of a director and a trustee as set out by the Charity Commission.
- Trustees have and must accept ultimate responsibility for directing InterAct's affairs.
- Trustees should focus on the charity's strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.
- All Trustees are also asked to embrace Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Background

Founded in 1995, InterAct delivers recreational, social and skills development activities to children and young people living with SEND aged 8-25 across Mid and North Essex. These programmes are delivered in a range of clubs in various locations, operating from community venues as well as after-school clubs at specific special schools. In addition to these clubs, InterAct arranges school holiday activity days with organised trips to a wide range of locations across East Anglia, London and the South East.

Role summary

The key activities of the trustee's role are to oversee InterAct's strategy and financial sustainability; ensure the good governance of the charity; advocate for the organisation where required and provide support and management to senior staff members.

The Board meets quarterly, with additional working groups meeting when required consisting of Board members with appropriate skills and experience.

MAIN RESPONSIBILITIES

Statutory duties

- To ensure that InterAct complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the charity pursues its objects as defined in its governing document
- To ensure that the charity uses its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of InterAct
- To ensure the effective and efficient administration of the charity
- To ensure an effective and appropriate system of risk management
- To ensure InterAct's financial stability
- To ensure proper investment of the funds
- To appoint senior staff and monitor performance

Other responsibilities

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 and ensure it fulfils its objectives. This will include:

- Attending the majority of board meetings, scrutinising papers, challenge and discuss content, contribute to board discussions, focus on key issues and accept board decisions
- Participating board sub groups or committees as required
- Leading discussions and providing guidance on areas where the trustee has specific skills, experience or knowledge
- Abiding by InterAct's policies and procedures and ensuring these are effectively implemented
- Acting as a signatory for the charity when required
- Participate in wider activities to promote InterAct to all stakeholders.
- To maintain absolute confidentiality about all sensitive and confidential information received in the course of the trustee's responsibilities

PERSON SPECIFICATION

Essential criteria

- A passion or interest in supporting the development of children and young people
- A commitment to the InterAct's vision, values and mission.
- Willingness to commit the time required to prepare for and attend board and sub meetings, to read papers and communicate via email/WhatsApp
- Ability to work as part of a team

Desirable criteria

- Experience of governance
- Record of proven achievement in your own field
- Ability to operate at a strategic level
- Knowledge and understanding of the charity sector
- Knowledge of Essex, it's communities and ideally it's services for children and young people

GENERAL INFORMATION

Salary

- None, agreed expenses can be provided

Hours

- Attendance of 4 board meetings annually (usually held Thursdays 1600-1830hrs)
- Time to read board papers and attend sub-committee and other meetings as necessary
- Participate in occasional online or telephone conversations and stakeholder events.

Location

- Preference for trustees based in Essex, meetings take place at Waterhouse Business Centre, Chelmsford, CM1 2QE

Notice Period

- 3 months (but only if at least 2 trustees remain in office when the notice of resignation is to take effect)