
Diverse Cymru Trustee

Job Description

The Board of Trustees is the legal Board of Directors of the Charity. The Trustees are collectively and individually responsible for overseeing and ensuring the good governance of the organisation and in deriving its strategic direction. This must be done in line with the best practices of public life. The Board is also responsible for appointing, overseeing and guiding the senior management structure of the organisation and the line management of the Chief Operating Officer or his or her successor.

The duties of a Diverse Cymru Trustee are:

- to ensure the good governance of the organisation, ensuring amongst other things that Diverse Cymru maintains, complies with and understands its governing document, charity and company law, and any other relevant legislation or regulations;
- to set the strategic direction of the organisation and to ensure Diverse Cymru develops a suitable business plan, structure, objectives and policies to deliver this;
- to ensure that staff management and fiscal probity is to the highest sector standards;
- to ensure Diverse Cymru applies its resources exclusively in pursuance of its objectives, i.e. Diverse Cymru must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are;
- to contribute actively to the Board of Trustees' role in giving firm strategic direction to Diverse Cymru, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- to attend and participate in relevant training and planning sessions;

- to attend Board meetings, and to read papers in advance of meetings, and where necessary join sub-groups of the board;
- to safeguard the good name and values of Diverse Cymru and keep its business information confidential;
- to represent Diverse Cymru at functions and meetings as appropriate;
- to declare any conflict of interest while carrying out the duties of a Trustee;
- to be collectively responsible for the actions of Diverse Cymru and other Trustees;
- to ensure the effective and efficient administration of Diverse Cymru;
- to abide by the Equal Opportunities Policy and other relevant policies;
- to protect and manage the property of Diverse Cymru and to ensure the proper investment of Diverse Cymru's funds;
- to make sure Diverse Cymru is properly insured against all reasonable liabilities;
- to appoint and support the employees and monitor their performance as required;
- in addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions.

This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of Diverse Cymru's work in which the Trustee has special expertise

- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising;
- to keep informed about the activities of Diverse Cymru and wider issues which affect its work.