



Job title: Trustee (voluntary position)

Primary purpose of post

Friends for Leisure (FFL) is looking to expand its board of trustees.

FFL trustees are ultimately responsible for directing the affairs of the organisation.

Trustees also usually get involved in fundraising and offer support for the staff team whenever required.

Monthly trustee meetings are held at the office in Congleton.

General

Friends for Leisure helps disabled children and young people in Cheshire East to have fun, make friends and develop self-confidence through taking part in everyday leisure activities. Our staff and volunteer team provide a range of leisure and learning opportunities which allow young people to develop independence, social awareness and self-reliance: the skills they need to lead happy and productive lives as adults.

Key tasks

All trustees must carry out their statutory duties, including:

- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation;
- Ensuring that the organisation uses its resources exclusively in pursuance of its charitable objects;
- Contributing actively to the board of trustees by giving strategic direction to the organisation, setting policy, defining goals and evaluating performance;
- Safeguarding the good name, ethos and values of the charity;
- Ensuring the financial stability of the organisation;
- Acting with integrity to avoid any personal conflicts of interest.
- Attending meetings of the board of trustees.

In addition, FFL trustees have designated roles and responsibilities according to their skills and expertise.

Knowledge, Skills and Experience

There is no requirement to have previous experience as a trustee. However, the chairman and board members are keen to develop the existing breadth of experience and skills.

Essential qualities include:

- having an understanding of the rules and regulations by which the charity is governed;
- being committed to the purpose, objects and values of the organisation;
- being able to make positive contributions to discussions in trustee meetings and staff/trustee meetings;
- being able to act reasonably and responsibly when undertaking duties;
- maintaining confidentiality on sensitive information.

Location

The office is based in Congleton town centre.

Other information

Reasonable excess mileage - 45p/mile - & out-of-pocket expenses will be paid.

Website: www.friendsforleisure.org.uk

Support will be available from fellow trustees and the chairman. Relevant training will be available – as identified.

Contact

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