

Time2Share

ROLE DESCRIPTION – TRUSTEE

GENERAL RESPONSIBILITIES

- To ensure that Time2Share complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that Time2Share pursues its objects as defined in its governing document
- To ensure Time2Share applies its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to Time2Share, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Time2Share, and act as an ambassador of Time2Share
- To ensure the effective and efficient administration of Time2Share
- To ensure the financial stability of Time2Share
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Manager 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:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

MINIMUM COMMITMENT OF TRUSTEES

- To attend monthly general meetings and one Annual General Meeting per year. If three consecutive meetings are not attended your role will be reviewed.
- Carry out any agreed actions assigned to you as a named individual or to Trustees in general
- To be honest and truthful to the best of your ability

TRUSTEE PERSON SPECIFICATION

- Commitment to Time2Share
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak your mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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Charity no.1068862

Time2Share is a Limited Company registered in England and Wales Company no.3424738