

TRUSTEE PERSON SPECIFICATION

Position	Trustee
Function	<p>Assist in leading the organisation, optimising performance and ensuring compliance with all legal requirements.</p> <p>Trustees are not usually required to be involved in the day to day operations but should be aware of the activities, services and programmes CCDT runs</p>

EXPECTATIONS OF TRUSTEES

A time commitment of approximately 5 hours per month

This includes attending Board meeting, the AGM, relevant sub-committees and functions.

Share knowledge and skills in one or more areas of governance such as Policy, Finance, Marketing, HR, Legal, Enterprise

Continually develop knowledge and understanding of the third sector within the Stirling Council area

Willingness to serve on at least one sub-committee and participate actively in its work

Understand the general and specific duties and responsibilities of a charity trustee.

High level of commitment to the aims of CCDT

Willingness to invest in developing governance skills

Be informed of the services/projects undertaken by CCDT and support them publicly

Prepare for and participate in the discussions and deliberations of the Board

Be aware of and abstain from any conflicts of interest

POSITION RESPONSIBILITIES

Planning	<p>Participate in establishing and reviewing CCDT's mission and values</p> <p>Participate in the strategic planning process</p> <p>Participate in establishing and reviewing organisational policies</p> <p>Review and approve CCDT's budget annually</p> <p>Identify and monitor risk affecting the organisation</p>
Organisational	<p>Participate in Board succession including recruitment/induction of new Trustees/Members</p> <p>Collectively manage the performance of the General Manager</p>
Operations	<p>Monitor performance against policies and Strategic Plan</p> <p>Provide candid and constructive criticism, advice and comments.</p> <p>Participate in major decision making such as programme changes and capital expenditure.</p>
Finance	<p>Monitor financial performance</p> <p>Ensure that published records properly reflect the operating results and financial condition of CCDT</p> <p>Review compliance with relevant legal requirements</p> <p>Ensure appropriate risk assessment and management procedures are in place</p>
Advocacy & Marketing	<p>Promote CCDT's interests actively within the broader community</p> <p>Represent CCDT to key agencies and stakeholders such as government, funding bodies, the community sector and the media.</p>

KNOWLEDGE AND EXPERIENCE

ESSENTIAL	DESIRABLE
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Knowledge and understanding of current issues in the Third Sector.	Knowledge and experience one or more of our priority skills; Quality Assurance, Legal, Social Enterprise, Media & Marketing, Local Authority or Statutory Commissioning, Community Empowerment.
Experience of working for or volunteering with a third sector organisation.	Professional qualification in one of our priority skills; Quality Assurance, Legal, Social Enterprise, Media & Marketing, Local Authority or Statutory Commissioning, Community Empowerment.
Understanding of the legal duties, responsibilities and liabilities of trustees.	
Experience of partnership working within and across organisations.	
Ability to understand and interpret financial information.	

PERSONAL QUALITIES AND BEHAVIOURS

ESSENTIAL	DESIRABLE
Commitment to the vision, mission and values of CCDT	
Ability to work as part of a team and encourage contribution of all team members	
Commitment to integrity, honesty, impartiality and openness.	
Champion of equality and diversity	
Good organisational skills	