



## Trustee – Role Description

Our trustees play a vital role in making sure that Argyll and Bute TSI achieves its charitable purposes (see appendix 1) which is to support, represent and advocate for Argyll and Bute's third and social enterprise sectors whilst also promoting equality, supporting communities and tackling poverty.

Trustees oversee the overall strategic management and administration of the charity. They also ensure that Argyll and Bute TSI has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Argyll and Bute TSI to grow and thrive, and through this, achieve our mission.

There are 4 aspects to our mission;

- Being a central source of knowledge – 3rd sector, national and local policy.
- Ensuring the local third sector has a strong voice at a strategic level – locally and nationally.
- Builds the capacity of volunteering, voluntary and community organisations and social enterprise to achieve positive change.
- Connection – providing leadership, vision and coordination to the local third sector, including through partnership and collaboration with a range of stakeholders.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Current special projects include the delivery of a programme to support vulnerable people to gain the skills and confidence to apply for work and/or training ([Positive Destinations](#)), the continuing development of a community directory ([www.abcd.scot](http://www.abcd.scot)), the mapping of needs and services, investing in models of coproduction to support the development of preventative services, delivering year 3 of the Scottish Government's [Communities Mental Health and Wellbeing Fund](#), supporting the growth and development of [volunteering](#) post pandemic, establishing a climate action network and developing the model for [Community Wealth Building](#) in Argyll and Bute.

### Duties:

- Support and advise on Argyll and Bute TSI's purpose, vision, goals and activities as well as keep abreast of changes in our operating environment.
- Approve operational strategies and policies and monitor their impact.
- Oversee, review and approve Argyll and Bute TSI's financial statements, plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to Argyll and Bute TSI's CEO in the exercise of their delegated authority.

- Contribute to regular reviews of Argyll and Bute TSI's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Argyll and Bute TSI's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Argyll and Bute TSI's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees may be asked to participate in recruitment, attend key partner meetings and represent the TSI externally.

### ***What we are looking for***

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training.

We are looking to fill two trustee positions who might already have skills in the third or social enterprise sectors perhaps with a specialism in Finance, Business Management, Equalities, Human Resources, Digital, preventative social care or Community Development. Ideally, we would like one Trustee to have had experience in overseeing budgets in excess of £1m and one Trustee to have experience in Social Enterprise. An accountancy qualification for one role would be ideal but is not essential. Transferable experience from other sectors is also welcome.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are appointed for a three-year term of office, which can be renewed at the relevant AGM.
- This is a voluntary position, but reasonable expenses can be reimbursed.
- Trustees elect board officer positions annually including the Chair.

#### **Time commitment**

- Attending 4 Board meetings annually and one AGM. Currently meetings are held remotely or in person.
- Attending one in-person annual strategy / training days.

## **Appendix 1: Our Charitable Purposes (Extract from our Articles of Association)**

In direction given by the NPF and the TSI Outcome Framework documents issued by the Scottish Government, the TSI has been formed to benefit the community of those who reside and/or volunteer within Argyll & Bute Authority area (the “Community”), with the following purposes (the “Purposes”), and aims:

### **4.1 Argyll & Bute Third Sector Interface aim:**

4.1.1 To advance citizenship and community development by assisting voluntary, charitable, social enterprise and community organisations (collectively referred to as the Third Sector) and volunteers to thrive and develop. This will include working with public sector agencies and operating appropriate projects to deliver services in the local authority area to assist people and communities who are in need to improve the physical, cultural, social and economic infrastructure;

4.1.2 To advance health and social care, and relieve poverty by supporting Third Sector Organisations, Public Sector bodies and volunteers to deliver high quality services and activities to vulnerable groups;

4.1.3 To advance education through the provision of appropriate training to Third Sector organisations, volunteer involving organisations, Public Sector bodies, volunteers, potential volunteers and local citizens;

4.1.4 To advance equality and diversity through the provision of appropriate training and assistance to individuals, Third Sector organisations and Public Sector bodies.

4.1.5 In order to better support the community, Argyll & Bute TSI will fundraise only where the end beneficiaries of such funding would be:

- a. Third Sector Organisations within the community, and/or
- b. Community Third Sector Organisations that are Social Enterprises, and/or
- c. Community Volunteer-Involving Organisations, and/or
- d. Volunteers from the Community.