



Role Title:	Trustee
Time Commitment:	To attend 3 to 4 board meetings a year plus associated reading. To attend occasional strategy/development days which are usually combined with a board meeting To join sub-committees relating to specific area of expertise if appropriate
Term:	Three years with possibility of reelection for a further term Initial 6 month introductory period
Remuneration:	Unpaid, reasonable expenses reimbursed
Review:	Opportunity for annual review of role (optional)

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the charity's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. All Trustees are expected to support the development of the charity in terms of strategy, risk management and financial sustainability.

The duties of the trustees are:

- To sanction and help determine overall strategic direction
- To evaluate risk and ensure strategies are in place to minimise it
- To ensure high standards of corporate governance
- To be accountable to the Charity Commission
- To support and promote the development of the organisation
- To "sign off" all important decisions

The role of the Trustees is strategic and not operational. They have no role in the day to day management of the charity. They scrutinize, challenge, support and act as critical friend. They are the custodians of the charity and not its managers. By paying special attention to one or other group of staff or activity they may be able to focus their limited time to best effect. They may offer advice to staff, listen to problems and offer possible solutions. In some situations they may be asked to take on more direct responsibility for a particular project and in those cases, governance and decision making will be clearly defined for that discrete area of work but in general all operational activity will be led and actioned by the management team. Meetings

concerning Dandelion Time business can be arranged on Dandelion Time premises provided the appropriate manager has been consulted.

While all Trustees have the above general responsibilities they may each take a more active interest in special areas at board meetings, depending on previous experience and skills.

Training and regulatory requirements

Further training, for example, in safeguarding of children and vulnerable adults, diversity, charity governance and risk management will be available as and when appropriate. All trustees are encouraged to take part unless they have completed the training elsewhere.

A current Enhanced DBS check is required for this role.