



BRIGHTON

PEACE & ENVIRONMENT

CENTRE

Trustee Job Description

Role Title: Trustee

Reports to: Management Committee and Staff

Responsible to: Management Committee

Pay and Conditions: Volunteer, 8 hours per month including meeting

Key Purpose of Role:

- To manage and direct the overall running of the Brighton Peace and Environment Centre, to ensure that it is solvent and well-run and that it delivers the charitable objectives for which it was established.

Principal Responsibilities

- to ensure that BPEC complies with its governing document, organisation law, and any other relevant legislation or regulations
- to contribute actively to the board of trustees' role in giving firm strategic direction to BPEC: setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to be collectively responsible for the actions of the organisation and other trustees
- to declare any conflict of interest while carrying out the duties of a trustee to ensure the financial stability of the organisation, approve the budget and review monthly
- to ensure the effective and efficient administration of the organisation
- to appoint and support employees of BPEC and monitor their performance
- to safeguard the reputation, values and objectives of the organisation
- to abide by the equal opportunities policy

BPEC Responsibilities

- In addition to the above statutory duties of all trustees, each BPEC trustee is asked to:
- attend monthly meetings and read relevant information and reports in advance of meetings
- attend and be involved in the Annual General Meeting
- read and respond to emails in a timely manner
- use any specific knowledge or experience they have to help the board of trustees reach sound decisions
- participate in other tasks as they arise, such as interviewing new staff, helping with fundraising
- keep informed about BPEC's activities and wider issues which affect its work
- provide positive feedback and evaluation of the organisation's achievements
- promote BPEC and the work that it does

Trustees will also need skills and experience in one or more of the following areas:

- Strategic and Business Planning
- Finance and Fundraising
- Education promoting global citizenship
- Community learning
- Publicity and Communications
- Admin and Secretariat
- Human Resources

Each trustee will choose an area of focus where they work alongside staff and other key individuals to further BPEC's programme of work and the overall running of the organisation.

Essential skills and experience:

- an interest in education, sustainability and commitment to BPEC's aims, objective and values
- demonstrating attributes such as integrity, good independent judgement and an ability to think creatively

- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision and an ability to work effectively as a member of a team