

## Trustee – English Bridge Education & Development (EBED)

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses may be claimed

Time commitment: 4 Board meetings per year held in London  
Carrying out any specific lead role agreed with the Chairman  
Email & telephone consultations with the Chairman, CEO and trustees  
Responding to emails and telephone calls as necessary

Reporting to EBED Chairman

The charity expects each trustee to take on at least one 'lead' role on the Board. Currently these are:

- Treasurer
- Vice-Chairman
- Lead trustee on Education & Teaching
- Chair of the Youth Advisory Group
- Chair of the Education Advisory Group
- Lead trustee on Fundraising
- Lead trustee on Medical & Social Research
- Lead trustee on IT and website

Each of these has different responsibilities and these are not included in the generic trustee accountabilities listed below.

### Job Description

- to ensure that the organisation complies with its governing document, charity law, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in its governing document



- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation
- to represent the charity at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities □  
to appoint and support the employees and monitor their performance
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- to keep informed about the activities of the organisation and wider issues which affect its work

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## Person Specification

Each trustee must have:

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgment
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

The board of Trustees will need skills and experience in the following areas:

- bridge
  - teaching;
  - administration;
  - tournament directing;
- setting targets, monitoring and evaluating performance and programmes;
- financial management;
- legal matters; □ fundraising;
- recruitment and personnel management, including a knowledge of employment legislation;
- communications and PR;
- marketing;
- computers and information technology;
- campaigning;
- education and learning.



The Trustee board seeks to maintain a membership that has a wide ranging level of experience so that the Board as a whole has the skills and experience to draw upon in its governance and decision making roles.

#### Term of Office

The charity's trustees will serve a three-year term and are eligible for re-appointment for two additional terms.

