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**West Lancashire CVS – trustee role description**

Our trustees play a vital role in making sure that West Lancashire Council for Voluntary Services (WLCVS) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that WLCVS 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 WLCVS to grow and thrive, and through this, support and grow the Voluntary, Community, Faith and Social Enterprise sector in West Lancashire.

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

**Duties:**

* Support and provide advice on WLCVS’s purpose, vision, goals and activities.
* Approve operational strategies and policies, and monitor and evaluate their implementation.
* Oversee WLCVS’s financial 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.
* Review and approve WLCVS’s financial statements.
* Provide support and challenge to WLCVS’s Chief Officer in the exercise of their delegated authority and affairs.
* Keep abreast of changes in WLCVS’s operating environment.
* Contribute to regular reviews of WLCVS’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 WLCVS’s interests, to the exclusion of their own personal and/or any third-party interests.
* Contribute to the broader promotion of WLCVS’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

**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?*

**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.
* An understanding of the voluntary sector in West Lancashire

**Terms of appointment**

**Terms of office**

* Trustees are appointed for a 3 year term of office, renewal for 1 year further terms to a maximum of 6 years.
* This is a voluntary position, but reasonable expenses can be reimbursed.

**Time commitment**

* Attending up to 12 Board meetings annually. Currently meetings are held remotely
* Attending 2 or more annual strategy / training days

**Committee membership**

Ad hoc and occasional support through working groups and / or support to the executive team as we develop.

**Key Skills and Abilities**

We need our Board to be made up of a team of people who between them can provide a good blend of the following qualities and experiences:

* **Diversity** – A team that reflects the diversity of the Borough and its various communities.
* **Influencers** – People with leadership, networking and advocacy skills
* **Specialists**- A group that bring specialist skills and experience such as financial, legal knowledge, diversity and inclusion or sector experience in business, education, health, regeneration, environment, social enterprise and voluntary sector management.
* **Stakeholders**- People who bring knowledge and experience from our communities, peoples and the environment across West Lancashire or wider.
* **Geography** – People who have good knowledge of the area in which WLCVS operate.
* **Knowledge** – People who have experience and / or knowledge of the voluntary sector

We would like to hear from people with experience in one of the following areas:

* Some experience of relevant sectors and/or functions: voluntary sector, local government, social housing, public health, community development, social enterprise, asylum seekers and refugees, low carbon/climate, employability, regeneration, welfare benefits advice, diversity & inclusion.
* Some experience of core business function(s): - Leadership/strategy, finance, fundraising, HR, ICT, risk management, comms & marketing, diversity & inclusion, property, facilities, legal etc
* An interest in or experience of leadership, management and governance practices as a non-executive Director or trustee
* An interest in or experience of working with business and community leaders and influencers
* Lived experience of the issues we work to tackle with our member organisations – poverty, inequality, unemployment, welfare rights, feeding projects, older and vulnerable people, realising potential of young people, poor physical and mental wellbeing, asset based community development etc.