



Me2 Club Charity Trustee Role Profile and Person Specification

About the role

As a member of the Board of Trustees you will be jointly responsible for the legal, effective and safe running of Me2 Club. Working with other Trustees and the Chief Executive Officer you will provide strategic leadership to a growing and ambitious charity. As one of our '*guardians of purpose*' you'll make sure that all our decisions put the needs of children and their families first.

Trustees must make sure that they have all the information they need to lead the charity. Most of this is provided by the Chief Executive, for the Trustee Board meetings, which take place every six weeks. At these meetings, the accounts and any other important matters are discussed and decisions made where necessary.

If necessary, advice may be taken from other sources. Trustees are not expected to be experts in every area of Me2 Club's work, but they have a duty to obtain the information that will enable them to oversee it responsibly.

The Ideal Candidate

You will be passionate about ensuring inclusion for all children and young people with additional needs and disabilities in mainstream activities. You'll bring a wealth of experience or specialist skills and knowledge from your professional background or your own lived experience to support the charity to continue to grow and develop.

You might be looking for your first step up into a strategic or governance related role or looking to give back to your local community.

Key Accountabilities

- To support the Board of Trustees in monitoring and reviewing the performance of the Chief Executive Officer and identifying appropriate development opportunities
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure that the charity provides its services safely and in a way that promotes the safeguarding of all children and adults at risk
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, 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 and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation



- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive Officer and monitor their performance

Applicable qualities:

- To be organised and methodical
- Be able to gain a good knowledge of the charity's constitution
- Relevant experience through personal or professional life that will enhance the work of the charity
- A good understanding and awareness of the areas the charity operates in (Reading and Wokingham) as well as key stakeholders and partners
- Understanding and acceptance of legal duties and requirements of Trustees
- Being able to work with others whilst expressing your own opinion

Criminal Record Check:

Enhanced DBS

Location:

Wokingham and Reading, Berkshire

Travel Required:

Some travel across Reading and Wokingham with some travel outside of these areas. All reasonable expenses will be reimbursed subject to charity policy