

Trustee

ROLE DESCRIPTION

**Title:**

Trustee of Together Active, the Active Partnership for Staffordshire and Stoke-on-Trent

**Remuneration:**

These are non-salaried positions. Travel and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of Together Active.

**Location:**

Meetings will be held throughout Staffordshire and Stoke-on-Trent.

**Term:**

Three years initially, up to a maximum of three, three-year terms.

**Time commitment:**

Attendance and preparation for:

* An induction training event;
* A minimum of 4 and a maximum of 8 meetings of the Board annually;
* Where appointed a member, meetings of any sub groups or time-limited action groups;
* Occasional Together Active events;
* Participation in Trustee learning and Board appraisals;
* Occasional Partner events, representing Together Active.

**Purpose of role:**

* To ensure the Board provides leadership and sets the strategic direction of Together Active
* To approve Together Active’s strategy, long-term financial plans and annual budget, and to monitor delivery against these
* To take decisions collectively and act solely in the best interests of Together Active.
* To ensure that Together Active complies with its Constitution and Board Working Procedures, the law and good practice and that Together Active applies its resources solely for the purposes set out in its Constitution.
* To ensure that Together Active’s controls, monitoring and reporting systems are robust, and to periodically review and address major risks
* To uphold and protect the values, integrity and reputation of Together Active.
* To be a visible role model for Together Active, and to advocate and champion Together Active’s work
* To advocate the role of physical activity and sport for its own sake and for how it contributes to wider cross-cutting agendas
* To contribute towards making the Board a high performing team.
* To contribute towards ensuring Together Active’s long-term success.
* To support as appropriate the Chair, other Trustees, senior management and other staff, sharing expertise and experience
* To engage with Together Active’s current and potential partners and to represent Together Active and its Board at events.

**Duties:**

All Trustees are expected to comply with the following duties:

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| Duty of Compliance | Trustees are expected to comply with Together Active’s constitution, policies and strategy.  Trustees are required to understand the key legal and regulatory obligations that affect the Board and Together Active and to seek expert advice where necessary. |
| Duty of Care | Trustees are expected to act reasonably and prudently in all matters relating to Together Active and its long-term interest. |
| Duty to promote openness and debate | Trustees are expected to enable an environment that encourages transparency and where debate is encouraged. When those opinions may differ, they will be respected. |
| Duty to protect the organisation | Trustees have a duty to protect all the resources belonging to Together Active by ensuring effective management systems are in place e.g. financial controls, risk register etc.  Trustees have a duty to protect the organisation’s reputation and intellectual property. |
| Duty to act in the best interests of the public | As Together Active is financed through public money Trustees have a responsibility to act in the best interests of the public as a whole.  They have a responsibility to avoid conflicts of interest especially when they involve financial transactions. |
| Duty to abide by Together Active’s Code of Conduct | Trustees will ensure that they abide by Together Active’s Code of Conduct for Trustees to ensure that the highest personal standards are observed at all times. |
| Duty to abide by Together Active’s Declaration of Interests Policy | No Trustee shall participate in discussions, or vote in response of a matter in which they have a material interest. |