**Trustee Committee Member - Role Description & Person Specification** – Charitable Incorporated Organisation

The Management Committee takes on the ultimate legal and financial responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations. The role of the Management Committee is summarised below.

**Responsibilities**

* **To attend and actively participate in meetings of the Board (approximately 6 per year) plus AGM.**
* To be committed to the Vision, Mission, and Values of the Centre.
* To lead and actively contribute to the forward planning of the Centre.
* To be actively involved in Sub-Groups of the Committee when required.
* To be a positive representative of the Management Committee to staff, volunteers, and centre users.
* To ensure the organisation complies with its governing document.
* To attend relevant training that supports the development of the Management Committee.
* Review, agree and uphold all the Centres policies and procedures.
* Always, maintain confidentiality in line with relevant policies and procedures.
* As a trustee you are expected to declare a Conflict of interest in any situation in which your personal interests or loyalties could, or could be seen to, prevent you from deciding only in the best interests of the charity.

**Qualities and Skills of Management Committee Members**

* Good leadership skills.
* Understanding of and commitment to the organisation’s mission & values.
* Good communication and interpersonal skills.
* Impartiality and fairness.
* Ability to respect confidences.
* Good time-keeping.