



FilmBath Trustee – Role Description

Remuneration:	The role of Trustee is voluntary and carries no financial remuneration or payment of travel expenses.
Time commitment:	A minimum of six evening Board meetings annually plus one weekend strategy day. Trustees are also expected to represent the Board at various events and meetings with key stakeholders. They may be required to sit on sub committees and have occasional additional meetings with other Members.
Reporting to:	The Board of Trustees

Overview

The Board is collectively responsible for the continuing success of FilmBath in line with its current mission, objectives and goals. Each individual Trustee has a duty to the Charity and is responsible for its effective governance. The Board and its members must always act in the best interests of FilmBath, being accountable for their performance and that of the Board as a whole.

The Role of the Trustee

(Source: Charity Governance Code, *Charity Commission*)

- To contribute actively to the strategic direction of the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure that the organisation pursues its objectives as defined in its governing document and plans.
- To make sure that the organisation complies with its governing document, policies, organisation law, and any other relevant legislation or regulations.
- To ensure the organisation applies its resources effectively and exclusively in pursuance of its objectives.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation: ensure proper insurance against all reasonable liabilities; effective and efficient administration; and proper investment of the Charity's funds.
- Safeguard the good name and values of the organisation.
- Represent the company at functions and meetings as appropriate.
- Take collective responsibility for the actions of the Board and other Trustees.
- Attend Board and sub-committee meetings, and to read papers in advance of meetings, as appropriate.

- Use any specific personal knowledge or experience to help the Board of Trustees reach sound decisions.
- When requested, lead sub committees or discussions, focus on key issues, and provide advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the organisation's work in which you have special expertise.
- Participate in other tasks as arise from time to time, such as staff recruitment or presentations to stakeholders.
- Build strong working relationships with fellow Board members – and be prepared to negotiate and exchange ideas and opinions when analysing information and forming judgements.
- With your co-Trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term and actively support the collective decision.
- To keep informed about the activities of the organisation and wider issues which affect its work.
- Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings.
- Declare any conflict of interest while carrying out the duties of a Trustee.

Knowledge, Skills and Attributes

An effective board member will demonstrate the following:

- A commitment to the Charity, its strategic objectives and cause.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Strategic vision.
- A broad awareness of relevant economic, political, technological, legal and social factors that may impact the organisation.
- Commercial awareness.
- Sound judgement, including ability to grasp complicated issues, distil from them the most important elements and identify the areas for decision-making.
- Ability to think creatively and apply entrepreneurial skills when appropriate.
- Willingness to debate and discuss, making decision-making more robust and conclusions more satisfactory in the interests of the organisation.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Integrity.

Specific skills sought

In order to maximise its effectiveness, the Board is actively seeking Trustees with particular skills in the following areas:

- Fundraising
- Events
- Finance
- Arts/Film Education