

Trustee – Role Description

Our trustees play a vital role in making sure that Dance Professionals Fund achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Dance Professionals Fund 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 Dance Professionals Fund to grow and thrive, and through this, [achieve our mission].

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 Dance Professionals Fund's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Dance Professional Fund'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 Dance Professionals Fund's financial statements.
- Provide support and challenge to Dance Professional Fund's Executive Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Dance Professional Fund's operating environment.
- Contribute to regular reviews of Dance Professional Fund'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 [charity name]'s interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Dance Professional Fund's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

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 [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a three year term of office, renewal for two further terms to a maximum of nine years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending four Board meetings annually. Currently meetings are held in person in central London
- Attending [details of annual strategy / training days]

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team by way of serving on one of the Committees (normally meeting two to three times per annum).