

TRUSTEE CANDIDATE BRIEF

The Board roles reflect the subject specialism leads required at Board level to meet good practice.

All Trustees

Title: Youth Zone Board Member

Period of appointment: 3 Years

As a trustee you must:

- Always act in the best interests of the Youth Zone exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility
- Act as a group and not as an individual

Duties of a Trustee Board Member:

- Ensure that the Youth Zone complies with charity law, company law and any other relevant legislation or regulations
- Ensure that the Youth Zone pursues its purpose as set out in its Memorandum & Articles of Association, its objectives as defined in the OnSide DNA and other provisions as outlined in the OnSide Network Agreement and in the overall Youth Zone Strategy and Business plans
- Ensure that the Youth Zone applies its resources wisely and applies 'best value' principles
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Chief Executive in setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Contribute actively to Board Meetings and other appropriate events and Youth Zone activities
- Safeguard the reputation and values of the Youth Zone
- Ensure the financial stability of the Youth Zone
- Ensure that there is a suitable framework of internal controls and risk management in place that are regularly reviewed and updated

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, scrutinising board papers, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

Person Specification

Each trustee must:

- Have commitment to the mission, values and DNA of the Youth Zone
- Show willingness to devote the necessary time and effort
- Act with integrity and have a willingness to speak their mind
- Employ a strategic vision
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Have the ability to work effectively as a member of a team and to take decisions for the good of the Youth Zone.
- Be sufficiently experienced in the area of specialism for which the trustee is to take responsibility.



Minimum time commitment

- Trustees are expected to attend an induction meeting with the Chair of the Board and the Chief Executive prior to attendance at their first board meeting.
- Trustees are expected to undertake an induction process, as designed by the OnSide Youth Zones Network.
- Trustees are expected to attend all board meetings, which are held at the Youth Zone.
- Board meetings are held every 2months, normally late afternoon/evening, lasting approximately 2 hours.
- Subcommittee meeting bi-monthly/quarterly
- One meeting each year is allocated to strategic planning
- Papers are distributed one week in advance of meetings

