



Genesis Job Description-Trustee
Oxford Chambers, Oxford Place, Leeds LS1 3AU

Title: Trustee of Genesis

Term of Office: No Fixed Term

Location: Oxford Chambers

Purpose: To take joint responsibility with the other trustees for the management and control of Genesis.

General Responsibilities:

1. To ensure that Genesis complies with its governing document (including pursuing its objects as defined therein), charity law, company law, and any other relevant legislation or regulations.
2. To ensure that Genesis's resources are applied exclusively in pursuance of its objects.
3. To contribute actively to the Trustee Board's role in giving firm strategic direction to Genesis, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
4. To safeguard the reputation and values of Genesis.
5. To ensure the effective and efficient administration of Genesis.
6. To ensure the financial stability of Genesis.
7. To protect and manage the property of Genesis, and to ensure the proper investment of its funds.
8. To contribute to the appointment and monitoring of the performance of the senior officer.
9. To understand the difference between governance and management, and to delegate appropriately.
10. To use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinising Board papers, leading discussions, participating in sub-committees and working groups, providing advice and guidance, or any other relevant issues in which the trustee has special expertise.

Additional Duties:

1. Trustees are required to sign a statement confirming their eligibility to serve as trustees.
2. Trustees are expected to declare any real or potential conflicts of interest in accordance with the policies of Genesis on this issue.
3. Trustees are expected to offer personal commitment to the principles of Genesis' Equal Opportunities Policy, and to implementing equality of opportunity in every aspect of the work of Genesis.
4. Trustees are expected to join at least one of the sub-committees that address specific aspects of the organisation's work; currently these are: Finance, Policy and Personnel. Trustees who take on positions as honorary officers (Chair, Deputy Chair, Treasurer) are expected to attend meetings of the Finance sub-committee apart from any other committees that they may wish to join.
5. All trustees will have a responsibility for the financial management of the organisation.
6. Trustees who join the Personnel Committee, in particular, should be aware that they will be required to assist Genesis with occasional personnel issues – e.g. grievance hearings, appraisals, etc. The detail of this is spelled out in the various personnel policies.
7. Trustees are expected to familiarise themselves with the work of Genesis and the roles of staff / volunteers.
8. Trustees are expected to request and participate in training when appropriate to enable them to fulfill their duties and to develop both individually and collectively.

Person Specification:

- Knowledge and experience of the voluntary and community sector
- An understanding and commitment to the aims and principles of Genesis.
- Willingness to devote the necessary time and effort (more than 70% attendance at trustees meetings)
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to respect confidences and confidentiality