

Trustee (Volunteer champion) – job description

25 June 2020

1. Main Responsibilities of all Trustees

- Ensure that the charity pursues its objectives as set out in the governing document
- Read and understand the constitution// governing document
- Act at all times in the interest of the beneficiaries
- Understand the legal responsibilities of the Board of Trustees
- Ensure the charity acts within the law, upholds equal opportunities and meets health and safety requirements
- Ensure that all money and assets are prudently managed and used in pursuit of the objectives
- Ensure the organisation accounts for its activities to its funders, the Charity Commissioners and beneficiaries
- Work jointly with other Trustees
- Work in the interest of the charity and not for personal gain
- Ensure the Trustees take proper professional advice on matters where it has no competence
- Attend meetings and read papers in advance of the meetings

2. Responsibilities of Volunteer Champion Trustee

- Monitor the quality of our volunteer recruitment and their experience
- Improve communications with the RS volunteer family and see how they can remain more involved
- Suggest and implement initiatives to improve the quality of volunteers, their experience, their ability to fundraise and retain their support after volunteering in field

3. Qualities of a Trustee

- Commitment to the organisation and an enthusiasm for supporting refugees
- Ability to work effectively with the Chair and other Trustees
- Understanding of the legal responsibilities and liabilities of a trustee

3. Time Commitment

- The Board meets six times a year, usually in Central London, and we can arrange for meetings to take place remotely.
- From time to time, be available to attend and represent the charity at events, meetings or functions in the day and evening times.

NB: This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role are reimbursed.