

# Trustee Role Description and Skills Profile



## Role title: Trustee

Remuneration: No financial remuneration, although expenses for travel may be claimed

Location: 40c Swanfield, Leith, EDINBURGH EH6 5RX

Time commitment: 6 Board meetings per year

Reporting to: Board of Trustees (Executive Committee)

Terms: Charity Trustees will serve a three-year term to be eligible for re-appointment for one additional term

## External Relations

- Act as an ambassador for the cause and the charity.
- Act as a spokesperson for the organisation when appropriate.
- Represent the charity at external functions, meetings, and events.

## General Responsibilities of a Trustee

Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.

·Contribute to the success of the organisation pursuing its objectives as defined in its governing document.

·Ensure the organisation applies its resources in pursuance of its Strategic Aims.

·To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation setting overall policy, defining goals, and evaluating performance against agreed targets.



- Safeguard the good name and values of the organisation.
- Maintain effective and efficient administration of the organisation.
- To oversee the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds. In addition to the above statutory duties, each Board member/Trustee should use any specific skills, knowledge, or experience to help the board reach sound decisions.

**This may involve:**

- Scrutinising board papers.
- Leading discussion.
- Focusing on key issues.
- Providing guidance on new initiatives; and
- Other issues in which the trustee has special expertise.

The above list is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Please contact Charlotte Encombe, at [chair@theneurotherapyplace.org.uk](mailto:chair@theneurotherapyplace.org.uk) for further information or Genevieve Harrison, CEO on [genevieve@theneurotherapyplace.org.uk](mailto:genevieve@theneurotherapyplace.org.uk).

