



Herts Inclusive Sports Initiative

Trustee – Role Description

Our trustees play a vital role in making sure that Herts Inclusive Sports Initiative achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Herts Inclusive Sports Initiative has a clear strategy and that our work and goals are in line with our vision. You will have an interest in Disability Sport in Hertfordshire.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties

- Read and review applications and decide if the application is eligible for a financial award (Grant or Bursary).
- Support and provide advice on Herts Inclusive Sports Initiative's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Herts Inclusive Sports Initiative'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 Herts Inclusive Sports Initiative's financial statements.
- Contribute to regular reviews of Herts Inclusive Sports Initiative'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 Herts Inclusive Sports Initiative's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Herts Inclusive Sports Initiative's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

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.

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 Herts Inclusive Sports Initiative
- 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 4 year term of office, renewal for further terms is possible
- This is a voluntary position.

Time commitment (Estimated at one day per month)

- Attending 3 Board meetings annually. Currently meetings are held in person, however attending remotely is an option.
- Attending an annual half day strategy session.