

The Trustee's Role - Introduction

The role of Trustee for Leisure & Culture Dundee is strategic. It is the way in which the Office of the Scottish Charity Regulator (OSCR) assures the sound governance of Scottish Charities.

Trustees help set strategic direction, and review and monitor organisational performance (both in terms of the services provided and finances). Trustees play an active role in supporting the staff and have specific responsibilities for agreeing the annual report and the financial statements for the organisation.

General Qualities sought in all Trustees

1. Knowledge of some or all aspects of the purpose of Leisure & Culture Dundee.
2. Ability to contribute to the strategic direction of the organisation.
3. Understanding of the role of Trustee in relation to the operational roles of staff, corporate responsibility and other duties.
4. Enthusiasm and commitment to the general aims of Leisure & Culture Dundee:

"To deliver, for the citizens of Dundee, and those who visit the City, high quality leisure, sport and cultural experiences which improve their quality of life."

5. Additional Qualities:

To achieve a balance of experience and interests, Leisure & Culture Dundee is particularly interested in hearing from people with particular skills in the following areas:

- Finance, governance, business development and strategy;
- Third sector/voluntary sector experience;
- Equalities;
- Public Relations, Marketing and Design;
- Knowledge of Dundee's communities.

Time Commitment

Trustees will be expected to attend a Board meeting no more frequently than once every two months.

Trustees will also be expected to attend and participate in one of the sub-committees of the Board which will meet on a similar frequency.

The time commitment for Trustees has averaged one day per month.

Most meetings will require some additional time to read prepared papers which will be sent out a week in advance of the meeting.

There will be the option and request for Trustees to visit projects, or attend other one-off functions, such as exhibition openings, awards ceremonies, etc.

Trustees will be expected to take part in an Annual Review Meeting to share with us their contribution as a Trustee and their reflections and to help us learning from their experience.

Remuneration

The position of Trustee is a voluntary post for which only approved expenses will be paid, according to guidelines.

Duration of Appointment

Appointments are for a three-year term from the date of the next AGM. Trustees can serve for up to two terms.

Equalities

Leisure & Culture Dundee promotes equality across the nine protected characteristics – age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership, sexual orientation and gender reassignment.

Leisure & Culture Dundee encourages applications from everyone and values diversity.

The Nominations Committee is charged with ensuring that the Board reflects gender balance, and its composition is informed by the agreed skills matrix.

Trustee Role – Person Specification

Job Role:	Leisure & Culture Dundee Trustee
Accountable to:	Chair of the Board of Trustees
Responsible for:	The overall governance, strategic direction and management of Leisure & Culture Dundee's affairs.

Purpose of the Role

Trustees help to set the strategic direction, and review and monitor Leisure & Culture Dundee's work, both financial and operational. Trustees play a key role by bringing their own experience to inform strategy to act as ambassadors for Leisure & Culture Dundee in maintaining its good reputation at all times.

The Chair of the Board may delegate certain tasks associated with this role to the Vice Chair and other Trustees.

Trustees are required to abide by the code of practice, organisational values and the regulatory requirements as set out by OSCR.

Trustee Specification

General Qualities

1. Knowledge of some or all of the purposes of Leisure & Culture Dundee.
2. Ability to contribute to the strategic direction of the trust.
3. Appreciation of the difference in the strategic/governance role of a Trustee in relation to the operational and managerial role of staff.
4. Enthusiasm and commitment to the aims of Leisure & Culture Dundee.

Specific Skills

1. Scrutinising information:

- Ability to scrutinise information supplied to Trustees via papers, reports and documents to enable effective and timely decision making.

2. Contributing and communicating:

- Ability to communicate and liaise with fellow Trustees and with the Leisure & Culture Dundee Management Team to ensure effective communication and appropriate decision making.
- Ability to work with a wide range of stakeholders upholding the reputation of Leisure & Culture Dundee at all times.
- Good communications and interpersonal skills, diplomacy and friendliness.

3. Evaluating and Decision Making:

- Ability to work co-operatively with the Chair, other Trustees and the Management Team to arrive at decisions which best meet Leisure & Culture Dundee's objectives and the expectations held of its service users and primary stakeholder, Dundee City Council.
- Act at all times in the best interests of Leisure & Culture Dundee, its beneficiaries and future beneficiaries.
- Work with other Trustees and the Managing Director to determine overall direction and development of Leisure & Dundee through the good governance, clear strategic planning and the setting and managing of performance targets.

4. Financial and Budgetary Control:

- Ensure robust financial and business planning management systems, including risk management procedures, are in place for internal and external financial control and the protection of Leisure & Culture Dundee's funds and assets.

5. Health and Safety:

- Awareness of the duty of care for the health and safety of all associated with the organisation, its staff, volunteers, service users and the general public.

6. Values and Reputation:

- Uphold and work within the organisational values and the Leisure & Culture Dundee code of conduct.
- Work co-operatively with other Trustees and Leisure & Culture Dundee staff.
- Avoid potential conflicts of interest and declare these when they arise.
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of carrying out the duties which come with the post of Trustee.
- Attend induction training, take part in an annual appraisal of the role of Trustee and provide appraisal feedback.