

CT133: Trustee Role Description

Overview

The Board of Trustees is collectively responsible for the continuing success and sustainability of the Carnegie Theatre Trust (CTT) in line with the mission, objectives and values set out our strategic plans.

Trustees ensure that CTT has a clear strategy, and that its work and goals are in line with its vision.

A Trustees role is to ensure that all decisions put the needs of the beneficiaries first.

Trustees safeguard the charities assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

Trustees don't usually do the day-to-day running of the charity but support and challenge the staff to help them manage effectively.



*Bear & Butterfly 2015 with
Theatre by the Lake*

Principal responsibilities of a CTT Trustee:

- to contribute actively to the strategic direction of the organisation, and ensure CTT is carrying out its purposes for public benefit
- to ensure that CTT pursues its objectives as defined in its governing document and plans
- to ensure compliance with CTT's governing document and charity/company law, and any other relevant legislation or regulations.
- to ensure the financial stability of CTT
- to ensure responsible management of CTT's resources and to ensure we apply them effectively and exclusively in pursuance of its objectives
- to always act in CTT's best interests and to safeguard its reputation and values
- to always act with reasonable care and skill
- to ensure CTT is accountable

The role of a CTT Trustee includes:

- taking collective responsibility for the actions of the Board and other trustees
- attending Board and sub-committee meetings being a contributing part of those meetings, and to read papers in advance of meetings, as appropriate
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term and actively support the collective decision
- when requested, leading sub committees or discussions, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which you have special expertise
- participating in other tasks as arise from time to time, such as staff recruitment or presentations to stakeholders
- giving enough time, thought and energy to your role, for example by preparing for, attending, and actively participating in all trustees' meetings

Desirable Knowledge & Skills required:

- Demonstrate a strong and visible passion and commitment to CTT, its strategic objectives and purpose
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Strategic vision
- Sound judgement
- Ability to think creatively
- Willingness to speak up, debate and discuss, making decision-making more robust and conclusions more satisfactory in the interests of CTT
- Tact and diplomacy, with the ability to listen and engage effectively
- Integrity
- A team player

Remuneration:

The role of Trustee is not accompanied by any financial remuneration although necessary expenses (such as for travel) may be claimed.

Time Commitment:

A minimum of four Board meetings per year. In addition, Trustees may be expected to sit on sub-committees or subsidiary company Boards and participate in ad-hoc business meetings. Meetings will be a mix of virtual and in person.

Reporting to:

Chair of the Board.

The Carnegie Theatre Trust is an equal opportunities employer, and we welcome expressions of interest from anyone who identifies with and is excited by this role.

No previous experience as a trustee or as a member of a charity Board is required.