

## **FOUR PILLARS - ROLE DESCRIPTION - FP/RD/001 – TRUSTEE**

**ROLE TITLE** – Trustee/ Board member

**LOCATION** – Four Pillars, 33 Regent Quay, Aberdeen, AB11 5BE.

**ROLE PURPOSE** - To be the 'guardians of purpose', making sure that all decisions put the needs of the beneficiaries first. They safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation.

### **KEY RESPONSIBILITIES**

- Set and maintain the vision, mission and values of the organisation.
- Develop direction, strategy and planning.
- Ensure the organisation has the structure and resources for its work.
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.
- Establish systems for reporting and monitoring.
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law.
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

### **QUALITIES REQUIRED**

- Understand the needs of the LGBT+ community.
- Understand how charities in Scotland are governed.
- Be over 18 years of age.
- Have knowledge and skill in at least one of the following: charity management, finance, law, fundraising, event planning, PR, social media, marketing, administration or have previous experience as a charity trustee.

You can't be a charity trustee if you're an undischarged bankrupt or have an unspent conviction for dishonesty or an offence under the Charities and Trustee Investment (Scotland) Act 2005. Other disqualifications include being removed under either Scottish or English Law or the courts from being a charity trustee, or a person disqualified from being a company director. For more information see the OSCR '[Guidance for Charity Trustees](#)'. In addition, people who have committed a serious offence against children may be disqualified as trustees.

### **SPECIAL INFORMATION**

The Board of trustees meet, minimum, every 3 months.

Board members must attend the AGM and any EGM that may be called.