

Trustee Voluntary Action Swindon (2 positions including Treasurer)

The opportunity

The Charities Act defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For VAS the charity trustees are the Board of Directors known as the Trustee Board.

At its simplest, the role of the Trustee board is to receive assents from donors, safeguard them and apply them for the charitable purposes as declared in the objects of VAS. The Trustee Board must always act in the best interests of VAS exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The Trustee Board must act as a group and not as individuals.

The organisation

Advice and Information
Workshop/Resource Room
Meeting Room
Funding Advice
Training
Trustee Network

Skills/Qualifications

Each Trustee must have:

- A commitment to the mission of VAS
- A willingness to devote the necessary time and effort
- An ability to work effectively as a member of a team

The Board of Trustees need skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes
- Financial management/Treasurer (to assist Finance Officer) – with experience accounts
- Understanding of the voluntary sector
- Legal matters
- Fundraising
- Information Technology

The Board is particularly keen to recruit new Trustees, including those from smaller organisations and people from Black & minority ethnic communities.

Times you can volunteer:

- **Minimum requirements:** To attend board meetings you must be available on Tuesday afternoon/evenings approx 4pm to 6pm up to eight times a year and an additional 3 to 4 hrs per month to keep up to date with relevant reading

Interested? Email info@VAS-Swindon.org addressed to Chair for more information, please include your telephone number.