

# ROLE DESCRIPTION FOR TRUSTEE OF GARAS

## (GLOUCESTERSHIRE ACTION FOR REFUGEES AND ASYLUM SEEKERS)

### Background

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GARAS is a registered charity and company limited by guarantee and therefore must comply with both charity and company law. We are a medium-sized charity providing a range of support services to those seeking asylum in Gloucestershire, welcoming them when they arrive, advocating for them in their daily struggles, supporting them if they face being sent back and helping them adjust to their long term future if they are recognised as refugees with the right to remain. We have a governing document – our Memorandum and Articles of Association – which provides for a Board of Trustees of up to 12 people. The Board is responsible for the good governance and strategic direction of the organisation, ensuring policies are in place and adhered to; that there is legal compliance; that staff are well supported; that the charity is financially secure; and that the organisation can adapt to changing needs whilst continuing to provide excellence. Because of limited staff capacity, we are a hands-on Board, sharing much of the work between us.

### Role description

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The duties of a trustee are as follows.

- Ensuring that GARAS pursues its stated objects (purposes) defined in its Memorandum and Articles of Association. Trustees will help develop and agree a long-term strategy to achieve this.
- Ensuring that GARAS complies with its Memorandum and Articles of Association.
- Ensuring that GARAS complies with charity law, company law and any other relevant legislation or regulations.
- Ensuring that GARAS only uses its resources for its charitable objects. The charity must not spend money on activities that are not included in its objects. Even if the activities are considered worthwhile or charitable.
- Ensuring that GARAS defines its goals and strategy, and evaluates performance against agreed targets.
- Ensuring that appropriate policies and procedures are in place.
- Safeguarding the good name and values of the organisation.
- Ensuring the effective and efficient administration of GARAS.
- Ensuring the financial stability and good financial management of GARAS.
- Protecting and managing the property of the charity and ensuring the charity's funds are invested properly.

## Trustee role description

- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive and ensuring these are in place for all staff.
- Overseeing and ensuring the effective implementation of GARAS's safeguarding policies and practice.

As well as the statutory duties above, each trustee should play an active role in using their specific skills, knowledge and experience to help the board to carry out its work and reach sound decisions.

This may involve:

- actively participating in or leading sub-committees. At present there are the following sub committees:
  - Safeguarding
  - Health and Safety
  - Staffing
  - Audit and risk management
  - Communications and media
  - Fundraisin
- drafting, presenting and reviewing policies and board papers
- leading discussions
- focusing on key issues
- providing advice and guidance on new initiatives
- advising on any issues where the trustee has special expertise.
- Developing links with partners and communities
- undertaking training as appropriate

## Person specification

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- A commitment to the organisation.
- An interest in the issues faced by asylum seekers and refugees, including through lived experience.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A commitment to Nolan's seven principles of public life:

## Trustee role description

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership.