

Place for Hope Board of Trustees Trustee Role Description



Organisation:	Place for Hope
Description of the Organisation:	Place for Hope accompanies and equips people and faith communities so that all may reach their potential to be peacemakers, able to navigate change and conflict well.
Role Title:	Trustee Board Member
Aim of Role:	The Board of Trustees is collectively responsible for the governance of Place for Hope, including setting an overall vision.
Location:	Place for Hope is rooted in Scotland but works collaboratively in partnerships elsewhere. The registered office is in Glasgow.
Time Commitment:	On average, a minimum of 8 days per annum with opportunity for more (i.e., member of an associated forum of the board e.g., policy and practice, finance, training etc.)
Tasks of Volunteer Trustee Board Members:	<ul style="list-style-type: none"> • To ensure that the organisation complies with its governing documents, charity law, and any other relevant legislation or regulations. • To ensure that the organisation pursues its objects as defined in its governing documents. • To ensure the organisation uses its resources exclusively in pursuance of its objects. • To contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets. • To safeguard the good name and values of the organisation. • To monitor the financial position of the organisation ensuring that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management. • To maintain confidentiality about any sensitive or confidential information received in the course of duties as a Trustee. • To appoint the Director and monitor his/her performance.
Benefits:	<ul style="list-style-type: none"> • Being a Trustee for Place for Hope is a valuable way of contributing to the charity sector and making a difference in the area of faith-based peacemaking. • It can be an enriching experience of individuals, helping them to broaden their interests and develop their skills in strategic decision-making, business management and leadership of a whole organisation.
Forums and specific roles:	<ul style="list-style-type: none"> • Special roles are defined for the Chair and Vice-Chair (see tasks below) • There are currently three Forums associated with the board: Policy & Practice; Finance and Funding, and Training. • Protocols are provided for all Forums, and for Board Meetings (see appendices)
Training Given:	An induction and familiarisation programme in Place for Hope will be provided and a new starting trustee will have an experienced colleague trustee as mentor. Further training can be provided depending on experience and training needs.
Expenses Given:	Reimbursement of training, travel, and accommodation costs.

Chairperson Role Description

The Chair has a leadership role. Duties include:

- preparing agendas for the meeting in consultation with the staff and other trustees
- ensuring meetings are run efficiently, and discussion and decision-making is democratic and fully participative
- holding the casting vote in the event of a split decision
- ensuring that AGMs and EGMs are carried out according to the governing document.
- ensuring line management of the Director
- the Chair may also represent the organisation at external events and meetings, act as a cheque signatory, and take part in staff recruitment.
- a Vice-Chair may be appointed to share the workload and deputise for the Chair.

(Adapted from [SCVO](#))

	Knowledge, Skills, Experience and Qualities	Essential	Desirable
Education & Experience	<ul style="list-style-type: none"> • IT moderate level • Literacy high level • Numeracy moderate level 	X X X	
Skills	<ul style="list-style-type: none"> • Effective communication skills and willingness to participate actively in discussion • Ability to communicate clearly both orally and in writing • Ability to sift through business related information and extract what is relevant • Ability to think creatively and strategically, and exercise good, independent judgement 	X X X X	
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of the faith sector in Scotland • Knowledge of the role of mediation in enabling people to resolve their own problems • Willingness to gain knowledge and understanding of basic conflict transformation skills through participation in our training 	X X	X

	Knowledge, Skills, Experience and Qualities	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Being open and approachable • Commitment to the aims and principles of the Place for Hope services • Respect for different views, values, cultures and faiths • Team worker • Ability to recognise own limits and boundaries in the role and maintaining confidentiality about any sensitive or confidential information received in the course of duties as a trustee • Ability to understand and accept their responsibilities and liabilities as trustees and employers 	 X X X X X	 X