

**ROLE DESCRIPTION:**  
**Trustee**  
 42<sup>nd</sup> Street Board of Trustees



<b>Role title:</b>	<b>Trustee</b>
<b>Direct Reports:</b>	Works closely with the Chair, Chief Executive and the Board of Trustees.
<b>Role Summary:</b>	<p>Alongside other trustees:</p> <p>To provide overall governance and strategic direction of the organisation.</p> <p>To ensure that the organisation pursues its Objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.</p> <p>To work in partnership with the Chair, Chief Executive and wider Board to support employees, supporting them to achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.</p> <p>To actively participate in Board meetings, providing thought leadership, challenge, and overall, effective strategic decision-making.</p> <p>The role of Trustees for 42<sup>nd</sup> Street is unpaid, contributing your time and expertise without receiving financial compensation; and volunteering your services and expertise to support the management and leadership of the charity's operations and ensure it aligns with our mission, acting as a responsible steward of its assets.</p>
<b>Date:</b>	V1 06/10/2017 / V2 12/02/2025
<b>Version:</b>	FINAL
<b>Author:</b>	V1 Liz Allen / V2 Al Baldwin

**Main Responsibilities of Board members**

**1.0 Planning:**

- 1.1 Approve the organisation's mission statement and support the staff in achieving it.
- 1.2 Annually assess the changing environment and review and approve the organisation's one-year operational plan.
- 1.3 Review and approve the organisation's five-year Business Plan and financial goals.
- 1.4 Annually review and approve the organisation's budget.
- 1.5 Approve major policies.

## **2.0 Organisation:**

- 2.1 Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support and reward the Chief Executive of the organisation.
  - 2.2 Regularly discuss with the Chief Executive matters that are of concern to him/her or to the Board.
  - 2.3 Be assured that management succession is being properly provided.
  - 2.4 Be assured that the organisational strength and staffing is equal to the requirements of the long-range goals.
  - 2.5 Approve appropriate salaries, terms and conditions of service for all staff.
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- 2.6 Put forward names of prospective members of the Board and fill vacancies as needed.
- 2.7 Provide candid and constructive criticism, advice, comments and praise.
- 2.8 Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.

## **3.0 Audit:**

- 3.1 Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations.
- 3.2 Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation.
- 3.3 Ascertain that the Chief Executive has established appropriate policies to define and identify conflicts of interest throughout the organisation and is administering and enforcing those policies.
- 3.4 Appoint independent auditors subject to approval by members.  
Review the compliance with relevant laws affecting the organisation
- 3.5

## **4.0 Time Commitment:**

- 4.1 The full Board meets on a monthly basis. On the alternate month, the Risk subcommittee meets. Attendance at meetings and pre reading of all board papers is essential.

## **5.0 Location:**

- 5.1 All Board meetings and sub-committee meetings are held at 42<sup>nd</sup> Street's headquarters: The Space, 87-91 Great Ancoats Street, Manchester, M4 5AG.

*The principal responsibilities are not an exhaustive list of duties, only a general guide to the post. In consultation with the Chair, the duties may change from time to time to reflect the changing needs of the service.*

**Qualities:  
Member of the Board of Trustees**

	CRITERIA	ESSENTIAL	DESIRABLE
<b>1.0</b>	<b>Essential qualities</b>		
	<b>The successful individual will have:</b>		
1.1	Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	X	
1.2	Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.	X	
1.3	Strategic and forward-looking vision in relation to the charity's objects and aims.	X	
1.4	Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.	X	
1.5	Good communication and interpersonal skills and the ability to respect the confidences of colleagues.	X	
1.6	Balancing tact and diplomacy with willingness to challenge and constructively criticise.	X	
<b>2.0</b>	<b>Desirable qualities</b>		
	<b>The successful candidate will have:</b>		
2.1	Prior experience of committee/trustee work.		X
2.2	Knowledge of the type of work undertaken by 42 <sup>nd</sup> Street.		X
2.3	A wider involvement with the voluntary, community, social enterprise (VCSE) sector.		X
2.4	Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.		X
2.5	Leadership skills exercised through a period change.		X
<b>3.0</b>	<b>Time Commitment:</b>		
	<b>The successful individual will be able commit to the following:</b>		
3.1	The full Board meets on a bi-monthly basis. On the alternate month, the Risk sub-committee meets. Attendance at meetings and pre reading of all board papers is essential.	X	
3.2	In addition, formal meetings, other contact – usually electronic or by telephone – will be necessary.	X	