

Trustee Role Description

Who we are:

Q:alliance is a grassroots charity run for and by the LGBTQ+ community and our allies in Milton Keynes (and now Bedford!) that works hard to support, inform and empower our community. We offer both youth and adult services and ensure that we always work with the community to understand what the needs are and then run projects to meet those needs.

Statutory Duties:

- To play an active part in the Board of Trustees' work in giving firm strategic direction to Q:alliance by setting overall policy, defining goals, setting targets, and monitoring progress against them.
- To appoint the Chair of the charity and monitor and support them in ensuring it is run efficiently and effectively.
- To ensure that Q:alliance's finances are managed properly, and that the charity is financially stable.
- To ensure Q:alliance complies with its own memorandum and articles of association, and that its resources are directed towards the aims and objectives set out there.
- To ensure the charity also complies with charity and company law and any other relevant legislation, including employment law.
- To protect and manage the charity's property and ensure its funds are properly invested.
- To safeguard Q:alliance's good name and its values.

What this means in practice:

- Attending regular Board of Trustee meetings (currently once a month), scrutinising board papers and contributing actively to discussions on the agenda. These will include matters of policy and strategy as well as personnel and practice.
- Supporting Q:alliance's paid and voluntary staff in matters where the trustee has particular expertise, for instance, finance, recruitment, business, or HR.
- Serving on one or more sub-committee, which are set up on an ad hoc basis to

tackle particular needs or issues.

- Representing Q:alliance to all its stakeholders, clients, funders, and the Milton Keynes and Bedford communities.

Person specification – skills and experience

- Commitment to Q:alliance for the period of election, and willingness to devote the time and effort required.
- Ability to work as part of a team, and, at the same time, to be confident about expressing good, independent judgment.
- Good interpersonal and communication skills.
- Ability to make sense of paperwork and focus clearly on relevant issues.
- Awareness of LGBTQ+ issues and appreciation of the role of the voluntary sector.
- An understanding and acceptance of the legal duties and responsibilities of trusteeship.
- We are particularly keen for people with skills in HR, Finance, Communications or Change Management

Time commitment

We estimate that attending Trustee meetings (usually two hours duration), attending one or two induction or training sessions and reading board papers etc. will add up to approximately 4 hours a month. Trustees are re-elected annually with no limit to the number of years they may serve. This is a hands-on role and trustees are requested to contribute to the operational running of the organisation.

Note: *As of 2020 Trustees are currently meeting and collaborating online via the Microsoft Teams and Outlook, therefore a Trustee would need to be able to install and use these on their device. We have found this method to be extremely useful and plan to continue to remain remote, with potentially a face-to-face session once per quarter, for the time being.*