



## Trustee Role Description

Our Trustees are ultimately the group of people who share responsibility for the way Peeps is managed and controlled as a charity.

The role of Trustee is a voluntary position. We are extremely grateful for the individuals who offer their time, experience and knowledge for the benefit of those we support.

All Trustees lead by example, in line with our core values of inclusion, kindness, integrity, collaboration, innovation

The duties of a trustee are as follows.

- Ensuring that Peeps pursues its stated objectives as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Peeps complies with its governing document (i.e. its constitution), charity law, and any other relevant legislation or regulations
- Ensuring that Peeps applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objectives, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Peeps defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of Peeps
- Ensuring the effective and efficient administration of Peeps, including having appropriate policies and procedures in place
- Ensuring the financial stability of Peeps
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Charity Manager

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve analysing board papers, leading discussions, focusing on

key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

#### Person specification

- A commitment to Peeps and its objectives
- A willingness to devote the necessary time and effort (there is no set time, but a minimum of 4 hours per month is anticipated to fulfil the role)
- 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
- Demonstrate inclusion, kindness, integrity and collaboration at all times

#### Other important information

- The majority of our meetings are online every 6-8 weeks, with 2 face to face get togethers each year (at a day/time that suits)
- Communication between meetings is generally via email and a Trustees' WhatsApp group
- Travel costs for face to face meetings are covered
- All trustees will be required to have a DBS check
- There are sub-committees that Trustees may wish to join, depending on their experience and availability