

Chance UK trustee role description

POST TITLE

IT Trustee

RESPONSIBLE TO

The Board of Trustees



Purpose

To draw on long-standing experience in the Information Technology sector to assist the Board of Trustees in running Chance UK as a stable, effective and compliant UK charitable organisation, and leading on IT based projects.

Role-specific duties

1. Leading trustee discussions on IT-related issues and enabling the Training and Communications Manager to implement resulting decisions.
2. Ensuring that Chance UK's IT systems are efficient, effective and value for money through the provision of relevant expertise.
3. Leading on the IT elements of Chance UK's communications activities, and proposing IT-related elements of other projects.
4. To scrutinise board papers as appropriate, providing IT expertise where needed.
5. Providing guidance on new initiatives

Statutory duties

1. To ensure that Chance UK complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that Chance UK pursues its objects as defined in Memorandums and Articles of Association.
3. To ensure Chance UK uses its resources exclusively in pursuance of its objects
4. 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
5. To safeguard the good name and values of Chance UK.
6. To ensure the effective and efficient administration of Chance UK
7. To ensure the financial stability of Chance UK
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
9. To appoint the Chief Executive Officer and monitor his/her performance

3. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS & KNOWLEDGE	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.	Knowledge of mentoring and mentoring organisations
Experience in an IT position	
EXPERIENCE	
Extensive experience of working in the IT sector	Experience of working on a Board of Trustees in a voluntary organisation
Contacts and credibility with a wide network of IT sector contacts	
SKILLS	
Communication and presentation skills.	Ability to explain technical issues in layman's terms
Well-developed organisational and administrative skills.	
Ability to work as part of a team, and experience of sub-committee work	
PERSONAL QUALITIES	
Commitment to the vision and values of Chance UK	Contactable outside of trustee meeting times when needed
Willingness and ability to devote the necessary time and effort to support the organisation.	

4. COMMITMENT REQUIRED

Trustee meetings are held every 6 times a year in London and last approximately 2 hours.

Additional role specific meetings will be required.

Reasonable travel expenses to attend meetings will be payable in accordance with Chance UK's volunteer policy.