**Silsoe Community Recreational Trust**

(registered charity number 1162018)

**Trustee Role Description**

***Background***

This charitable trust was set up in 2015 “to promote the provision of facilities for recreation or other leisure time occupation ….. in the interests of social welfare and with the object of improving the condition of life for the said inhabitants of Silsoe”.

The immediate motive for setting up the trust was to administer the Silsoe Sports Centre and the land and buildings which it comprises. These were handed over by the previous developers of the site, Bloor Homes Limited, to Silsoe Parish Council who remain the freehold owners. The role of the trust was and continues to act as an independent link between the owners and the users of the Centre.

The day-to-day management of the Centre and the employment of the Centre staff has been contracted out by the trust to a professional sports management company (initially Stevenage Leisure Limited but currently InspireAll Leisure and Family Support Services (a registered charity)).

The role of the trust is to oversee the routine management and the finances and to develop the future strategy for the Centre for the benefit of everyone in the village of Silsoe entitled to use the Centre.

The trustees play a vital role in making sure that the trust achieves its core purposes. They also ensure that the trust has a clear strategy and that its work and its goals are in line with its vision for the future, to grow and thrive, and through this, to achieve its core purposes.

***Trustees***

Under the trust constitution the maximum number of trustees is 6 and the minimum is 3. New trustees are appointed by the existing trustees.

Silsoe Parish Council has the right to nominate 2 of the 6 trustees although nominees do not have to be Parish Councillors.

Currently there are 3 trustees appointed, all of whom have served for over 8 years, 2 of whom were nominated by the Parish Council and, coincidentally, they are serving Parish Counsellors.

Trustees have a collective responsibility. This means that trustees always act as a group and not as individuals.

Trustees serve for a maximum term of office of 4 years which can be renewed any number of times.

This is a voluntary position, but reasonable expenses are reimbursed.

***What we are looking for***

The current trustees are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity and thinking of the trust. Whilst skills in areas such as accountancy, legal affairs, management and human resources would be useful what is really needed are people with a genuine interest in supporting this valuable village resource.

Previous governance experience is not needed. Support, guidance and training will be available.

***Personal skills and qualities***

* Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the trust and its beneficiaries.
* Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a team member.
* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Enthusiasm for the trust’s vision and mission.
* Willingness to lead according to charity values.
* Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

***Duties*:**

* Support and provide advice on the trust’s purpose, vision, goals and activities.
* Approve operational strategies and policies, and monitor and evaluate their implementation.
* Oversee financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the trust.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve the trust’s financial statements.
* Provide support and challenge to fellow trustees in the exercise of any delegated authority and affairs.
* Keep abreast of changes in the trust’s operating environment.
* Contribute to regular reviews of trust’s own governance. To attend trustees’ meetings, and to be adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect the trust’s interests, to the exclusion of their own personal and/or any third party interests.
* Contribute to the broader promotion of trust’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond trustees’ meetings. This may involve scrutinising papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

***Time commitment***

The trustees meet together regularly as and when the need arises. In practice trustees’ meeting occur every 2 months or so.

Ad hoc and occasional support through meeting with the managers and their staff, and with users of the Centre is inevitable.