



BEACON Trustee Role Description

Our trustees play a vital role in making sure that BEACON achieves its core purpose, 'to welcome the stranger'. They oversee the overall management and administration of the charity. They also make sure that BEACON has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support the staff team to enable BEACON to grow and thrive and achieve our mission.

Although Board members have a collective responsibility, each trustee is able to contribute their particular skills and experience. However, trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on BEACON's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee BEACON's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve BEACON's financial statements.
- Provide support and challenge to BEACON's Team Leader in the exercise of their delegated authority and affairs.
- Keep abreast of changes in BEACON's operating environment.
- Attend Board meetings prepared to contribute to discussions. Contribute to regular reviews of BEACON's own governance
- Use independent judgment, acting legally and in good faith to promote and protect BEACON's interests, to the exclusion of their own personal and/or any third-party interests.
- Promote the work of BEACON.

As a small charity, there will be times when BEACON's trustees will need to be actively involved beyond Board meetings.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide induction, support and training.

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 BEACON.
- Ability to work as part of a team.
- Willingness to participate in board discussions, drawing on their own creative and strategic thinking.
- Willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for BEACON's vision and mission.

Terms of appointment

Terms of office

- Trustees usually serve in cycles of 3 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 6 (six) Board meetings annually. Currently meetings are held on alternative months on a Tuesday morning, but this is open to discussion.
- Attending BEACON's Annual General Meeting and BEACON's annual Away Day.

Sub Group membership

BEACON has several trustee sub-groups, eg finance group and additional task groups, eg staffing. Trustees are invited to be part of these groups, dependent on their experience, skills and interests.