



Trustee Role Description

Travelling Light is a registered Charity and a Company Limited by Guarantee. This means that Board Members are simultaneously Directors and Trustees and therefore, must adhere to the legal and financial requirements laid down by the Charity Commission and Companies House.

Key statutory duties

As a Board Member, Trustees are required to:

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects as defined in its governing document.
- Ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- 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.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Appoint senior members of staff and monitor their performance.

The commitment needed

All Trustees are expected to:

- Attend four Board Meetings per year, the Annual General Meeting (AGM), annual Company Away Day and Board Away Day. Additional Extraordinary Board Meetings may be called in exceptional circumstances.
- Read and scrutinise papers in advance of meetings.
- Attend professional productions and participation events, including networking with key stakeholders.
- Keep informed of Travelling Light's work and actively promote the company.
- Abstain from conflicts of interest.
- Maintain the confidentiality of all company business.

Other elements of the role

- Use any relevant skills, knowledge or experience to help the board of trustees reach sound decisions and to provide advice to the management team where appropriate.
- Contribute to the development of the Business Plan and monitor its delivery.
- Actively support company fundraising initiatives. This may include donating to the company through Friends membership or one off donations, supporting and promoting fundraising events and campaigns.
- Review and contribute to company policies.
- Scrutinise company budgets and financial reports to ensure the company's ongoing financial sustainability.
- Annually review the performance of the Board and taking steps to improve it as appropriate.
- Act as an advocate for Travelling Light's work through activities such as networking, sharing Travelling Light's projects and opportunities and supporting marketing campaigns.

Person specification for Board Members

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A keen interest in Travelling Light and its work. • Able to devote the time needed to carry out the role. • Understanding and acceptance of legal duties, responsibilities and liabilities of being a trustee • Ability to work effectively as part of a team • An interest in theatre for children and young people and a belief in the importance of childhood creativity. • Willingness to get to grips with charity finances. • Willingness to challenge constructively. • A commitment to Equality and Diversity and Travelling Light’s organisational values. • Willingness to be an advocate for the company. • Commitment to Travelling Light’s development as a fundraising organisation. 	<p>Knowledge/expertise in one or more of the following areas:</p> <ul style="list-style-type: none"> • Arts - experience and/or knowledge of the theatre sector and/or Bristol arts environment. • Education – experience of education and participation work with young people. • Community - knowledge of the local Barton Hill community and/or experience of participation work with the local community. • Finance - experience of working within finance and/or charity accounts. <p>Other desirable qualities could include:</p> <ul style="list-style-type: none"> • Experience of developing and evaluating business plans. • Knowledge of financial planning and reporting. • Knowledge of charity and company law. • Governance or leadership experience. • Networks which can support organisational advocacy and business development opportunities.