**Example Role Description and Person Specification**

**Background**

Describe what your charity does in a sentence or two. Briefly explain why you are recruiting trustees now.

**Role Description**

What are trustees called in your organisation? How would you describe their role? How many trustees do you already have and how many are you recruiting? How are trustees appointed/elected? Does the trustee board include any specific officer roles and how are they appointed? Eg. Chair or Treasurer appointed by the rest of the trustees.

You might want to include a description of the trustee role that an umbrella body or other organisation has developed, as long as it suits your charity (eg. NCVO or Reach volunteering). The Charity Commission’s description is:

*“Trustees have overall control of a charity and are responsible for making sure it’s doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run.”*

**Duties of trustees**

Summarise the duties of a charity trustee. Alternatively, you could include a link to the guidance produced by one of the regulators about the duties of charity trustees, or other organisations. For example:

Charity Commission (England and Wales): [*CC3 – The Essential Trustee*](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

OSCR (Scotland): [*Trustee Duties*](https://www.oscr.org.uk/managing-a-charity/trustee-duties)

CCNI (Northern Ireland): [*Running Your Charity guidance*](https://www.charitycommissionni.org.uk/charity-essentials/running-your-charity-guidance/)

The Foundation for Social Improvement: [*The Essential Trustee series*](https://www.thefsi.org/services/essential-trustee-series/) (six videos based on CC3)

**The commitment**

* How often do trustees meet, when, what time, and where? Can trustees attend some meetings via Skype or video conferencing?
* When are the agenda and other papers sent to trustees?
* Are there any other meetings or commitments that trustees are expected to attend? Eg. Sub-committee meetings, an away day.
* What’s the average time commitment that trustees give to your charity (whether that’s monthly, quarterly or annually)
* As well as the commitment expected from trustees, say what commitment they can expect from the charity. What support is provided to trustees – in terms of both training/support and reimbursement for out-of-pocket expenses?

**[Other things you might want to include]**

* Additional support that you’ll provide if someone hasn’t been a trustee before.
* Other ways individuals can support or volunteer with the charity (but make it clear if this is *expected* of trustees or an optional extra).

**Person specification**

Include the qualities that all trustees are expected to have. You can produce your own or use a template that an umbrella body or other organisation has produced. For example, [NCVO](https://www.ncvo.org.uk/images/documents/about_us/our-governance/role-desc-trustee-board-member.pdf), [Prospectus](http://www.prospect-us.co.uk/about-us/why-were-different/trustees-week/), or see the examples the charities from *Trustee Recruitment Pathways* produced at <http://www.gettingonboard.org/useful-documents-for-charities/>

**Specific skills and experience**

“We are currently looking for new trustees that also have skills or experience in one or more of the following areas:”…

Then list the specific skills and experience that you’re looking for and *why.* This should mirror your skills audit. Think about whether you need trustees to *do* or to *guide.* Remember to state whether an applicant needs to have some or all of the skills listed. Reach Volunteering have produced person specifications for different professional skills eg. digital, HR, marketing/PR.

Say whether or not you will consider applications from people that haven’t been a trustee before, or if previous board experience is a requirement.

If there are particular under-represented groups that you would like to attract then include this as well. Some suggested wording:

*“It is not necessary to have previous Board Committee experience as training will be provided. This position would therefore suit an individual taking their first steps to develop wider board level and governance experience.”*

“*Previous board/trustee experience is not necessary and we welcome applications from all ages and backgrounds”*

*“We would like to maintain the diversity of our board and therefore would particularly like to hear from women, ethnic minorities, younger people, disabled people and marginalised groups”.*