

## Trustee role specification

Our trustees play a vital role in making sure that Nottingham Financial Resilience Partnership (NFRP) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that NFRP has a clear strategy and that our work and goals are in line with our vision.

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

### **Duties:**

- Support and provide advice on NFRP's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee NFRP'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 NFRP's financial statements.
- Provide oversight of fulfilment of respective contracts to subcontractors (freelance/ agency) in the exercise of their delegated authority and affairs.
- Keep abreast of changes in our operating environment.
- Contribute to regular reviews of NFRP's own governance. Attend trustee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect NFRP's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of NFRP'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 trustee 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.

### ***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 a full induction and training, which you commit to attending.

### **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 organisation.
- A commitment to the partnership's underlying principles.
- A commitment to improving the financial resilience of Nottingham residents and to the broader financial wellbeing agenda.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are elected for a three-year term of office, at which point they must resign and stand for re-election. NFRP's constitution does not currently include term limits.
- Additional trustees can be appointed at any time by the current trustee group, but must then resign and stand for election at the following year's AGM.
- This is a voluntary position, but reasonable expenses are reimbursed.

#### **Time commitment**

- Attending six trustee meetings annually. Currently meetings are held remotely via Zoom.
- Attending partnership meetings and other such meetings and events as necessary.