**Trustee job description template**

**Join our charity board as a trustee**

**Charity name:** [Your charity's name] **Location:** [Location] **Position:** Charity Trustee **Type:** Volunteer Position

**Time commitment:** [Specify the expected time commitment, such as the number of meetings per year and any additional time required for board commitments.]

**Benefits:** Although this is a voluntary role, reasonable expenses (such as travel for meetings) will be reimbursed.

**About us:** [Provide a brief description of your charity, its mission, and its impact. This should be engaging and informative – what is great about your charity?]

**Job description:** As a charity trustee at [your charity's name], you will play a critical role as part of our board. Key responsibilities include [list 5-6 key points specific to the role according to your charity’s strategy – the below is an example]:

1. ***Governance:*** *Actively participate in the governance and strategic direction of the charity, ensuring its mission and objectives are upheld.*
2. ***Financial oversight:*** *Provide oversight and scrutiny of the charity's financial management, ensuring resources are used efficiently and in alignment with our mission.*
3. ***Fundraising:*** *Support fundraising efforts, contribute to the development of fundraising strategies, and assist in securing resources for our programs and initiatives.*
4. ***Committee participation:*** *Serve on specific committees or working groups as needed, leveraging your skills and expertise to advance our objectives.*

**Skills, experience and knowledge:** To be considered for this role, you should have [list up to a max. of 5 key elements – the below is an example]:

* *A strong commitment to the charity's mission and values.*
* *A willingness to dedicate time and effort to fulfil trustee responsibilities.*
* *Relevant skills, experience, or expertise that can benefit the charity (e.g., finance, legal, fundraising, marketing, etc.).*

**How to apply:** If you are passionate about making a difference in your community and have the dedication to serve as a charity trustee at [Your Charity's Name], we invite you to submit your CV and a brief statement of interest to [Email Address] with the subject line "Charity trustee application - [Your Name]."

**Application deadline:** [Specify the application deadline]

**Interview date:** [Specify the interview date]

**Shortlisting:** [Specify when the shortlisting of candidates will be taking place]

**Appointment of successful candidate:** [date]

**Equal opportunity statement:** [Include a statement about your commitment to diversity, equity, and inclusion. Show that this is of genuine importance to your organisation]

*Reviewed by* [*Eastside People*](https://www.acevo.org.uk/services/provider-directory/provider/eastside-people-recruitment/)