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Shine Office:

c/o Lansdowne Church, Woodbury Avenue,
Bournemouth, Dorset BH8 0HH

Charity Number: 1118173

Trustee Role Description

Position Title:

The Shine Project Trustee

Description of Role:

Our trustees play a vital role in overseeing the governance and best practice of The Shine Project ensuring that The Shine Project achieves its core purpose. Trustees also ensure that The Shine Project has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable The Shine Project to grow and thrive.

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

Outline of Trustee's Duties:

Support and provide advice on The Shine Project's purpose, vision, goals and activities.

- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee The Shine Project'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 The Shine Project's financial statements.
- Provide support and challenge to The Shine Project's Operations Manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The Shine Project's operating environment.
- Contribute to regular reviews of The Shine Project's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect The Shine Project's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of The Shine Project'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 Board meetings. This may involve scrutinising board papers, leading discussions, focusing on



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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.

Governance training would be a valued, but the Shine Project provides a full induction 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 the organisation.
- 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.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.

Terms of appointment

Terms of office

- Trustees are appointed for a 3 year term of office, renewal for 3 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held both remotely and in person
- Attending yearly vision and strategy days and all relevant training.

Induction / training & Support Plan:

Our trustees will complete a full induction which will include safeguarding, equality and diversity and health and safety training and must be DBS checked.

Any additional training requirements will be agreed upon by the board.