Farley Coronation Playing Field
Trustee role description and governance

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Our trustees play a vital role in making sure that Farley Coronation Playing Field (FCPF) achieves its core purpose. The trustees oversee the overall management and administration of the charity. They also ensure that FCPF has a clear strategy and that our work and goals are in line with our constitution.

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

Duties:

- Support and provide advice on FCPF's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee FCPF's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks to users, volunteers, working groups, committee members and trustees are being identified, monitored and controlled effectively.
- Review and approve FCPF's financial statements.
- Provide support and challenge to FCPF's committees and working groups in the exercise of their delegated authority and affairs.
- Keep abreast of changes in FCPF's operating environment.
- Contribute to regular reviews of FCPF'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 FCPF's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of FCPF'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, reviewing policies, 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 an 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 and FCPF's policies.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Appointment will be made following nomination and subsequent majority approval by show of hands at the annual AGM meeting.
- Trustees are appointed for a three year term of office, renewal for 2 further terms to a maximum of 9 years.
- Resignation may be accepted following a written request and subsequent Trustee's agreement. In the unlikely event of a dismissal being necessary, this will only be effective following agreement of a other Trustees and written notice. The Charity Commission may also disqualify at Trustee.
- This is a voluntary position. Reasonable expenses may be reimbursed subject to prior Trustees and treasure's approval.

Time commitment

- Attending at least three Board meetings annually. Currently meetings are held both in person and remotely via digital teleconference.
- Ensuring policies are updated, version controlled and compliance as required

Committee membership

Ad hoc and occasional support through working groups and committee meetings if requested or if required.

Declaration

I …… (print in capital letters) have not been disqualified as a Trustee and do not have any conviction or prior history which would make me ineligible to become a Trustee as defined by the Charity Commission. I agree to be accountable, along with the other Trustees, for the actions of Farley Coronation Playing Field.

Signed…….. Date……