



TRUSTEE ROLE SPECIFICATION

General

- Meet for 90 minutes bi-monthly
- Listen to others and ask questions
- Respond to proposals
- Monitor finance
- Review policies.

Qualities

- Integrity
- Ability to communicate with diverse people
- Ability to solve problems collaboratively
- Willingness to accept collective responsibility for decisions.

Skills - at least one trustee should have experience of, and take responsibility for, one of these:

- managing meetings (Chair)
- managing accounts (Treasurer)
- recording meetings and reporting to authorities (Secretary)
- managing a building
- managing a marketing strategy
- managing legal matters
- representing users.