



Registered Charity No. 1089036

ROLE AND RESPONSIBILITIES OF A TRUSTEE

We need volunteers to serve as Trustees of Lancashire Global Education Centre (LGEC) in order to provide good governance of the organisation and to ensure it is run effectively and within the law.

Trustees have the following responsibilities:

- To act in the interests of the charity first and declare any conflict of interest.
- To ensure that the activities of LGEC fall within the charity's purpose and that we adhere to our constitution.
- To ensure that assets are not applied to non-charitable purposes and to act as a guardian of the charity's assets.
- To ensure the charity is solvent.
- To ensure the charity is run properly, responsibly and lawfully.
- To ensure that there is an effective framework for the support, management and development of paid staff and volunteers.
- To help develop a balanced and effective management committee that can meet its responsibilities.
- To ensure LGEC meets the requirements of the Office of the Charity Regulator.

You will need to:

- Be over 18.
- Be a member of LGEC.
- Be committed to LGEC's mission statement: 'Working to promote learning for action and positive global change'.
- Not be disqualified from being a charity Trustee under section 72 of the Charities Act (details available from LGEC).
- Be willing to work in partnership with staff and volunteers of LGEC.

What you will be doing:

- Preparing for and contributing to approximately eight out of ten committee meetings a year.
- Using your knowledge and experience to help the management committee reach sound decisions, and providing advice and guidance requested by the management committee in areas where you have particular expertise.
- Taking on at least one specific area of responsibility within the management committee, e.g. Human Resources; and/or act as an office bearer i.e. Chair, Secretary or Treasurer and carry out a limited number of strategic tasks relating to your role.
- Attending additional meetings or events as required e.g. Annual General Meeting, strategic planning away days.

What skills and attributes you will need:

- An interest in the ethos and aims of LGEC.
- A willingness to take on the responsibilities of the role and preparedness to commit to the regular attendance of meetings.
- The ability to work as a team with your fellow trustees in order to reach sound and fair decisions.

- Skills, knowledge or experience that equips you to take on a specific area of responsibility or to become an office bearer. In particular, we are looking for people with a background in and/or knowledge of areas such as:

Organisational Development	Youth Work
Human Resources	Volunteering
Health & Safety	Promoting Diversity
Fundraising	Accounting and Finance
Marketing and Communications	The Law
Global Development	Education

How much time you need to commit:

- A minimum of one year on the committee.
- Approximately one hour preparation time for each meeting. Meetings take place 10 times a year including the Annual General Meeting, and last for two hours.
- To attend a limited number of additional meetings or events as required e.g. Strategic Planning away days.
- To carry out a limited amount of strategic level work relating to the specific role you take on. The time commitment here depends both on the role and your own availability.

What support you will be given:

- You will have an induction meeting with the Chair and one other Trustee.
- You will receive a written induction pack which will include information about LGEC and information on the role of an LGEC trustee.
- You will be invited to meet key members of staff during your induction period.
- You will be invited to attend activities and events in order to help familiarise yourself with the organisation.
- From time to time you may be offered training relating to good governance and to your specific role.
- You will be part of a supportive team with the other members of the committee.

What benefits you can expect:

- To know you are playing an essential role in enabling the organisation to continue its work.
- To build up new and existing skills relating to developing a small organisation.
- To learn more about a range of issues including the global dimension in education, social exclusion, youth work, and volunteering, to name but a few.
- To be part of the LGEC community.

Where you will be based:

- The majority of meetings take place at LGEC offices in Preston. Occasionally, meetings and away days take place at other locations of the committee's choosing.

The application process:

There are two ways by which you can register your interest:

- By calling our office on 01772 252299 **or** by emailing lgec@lgec.org.uk. We will then send you further information and an Application Form. We will contact you after you have completed and returned the form to us.

OR

- By downloading an Application Form from our website at www.lgec.org.uk. Complete the form and mail it to us at 18a Ribblesdale Place, Preston, PR1 3NA. We will then contact you.

Please visit www.lgec.org.uk for information about our work.