

The Forest of Dean Children's Opportunity Centre

Role Title:

Trustee

Purpose of the Role:

To ensure that the charity is running efficiently, working within its constitution and within legal guidelines and frameworks.

Location:

Various – mostly at the Centre.

Length of Commitment:

Trustees are elected annually. Trustees are expected to attend meetings every three months which are usually 2 hours in length.

Role Description:

The precise nature of the role will be determined based on the interests, experience and skills of individual volunteers. However, all trustees are expected:

- To make decisions about the future of the Centre.
- To ensure that the Charity is operating legally and safely.
- To support the Centre Manager.
- To ensure the work of the Charity is carried out.
- To attend some fundraising and other events according to availability.

Qualities/Experience/Skills:

The following qualities and skills are important:

- An interest in and enthusiasm for the work of the Charity.
- Ability to maintain confidentiality on sensitive and confidential information
- Commitment to attend and participate in meetings.
- Ability to work as a team.

Specific skills or interests to support and develop an aspect of the Charity's work (e.g. legal knowledge, strategic planning, fundraising, recruitment etc) are also useful.

Further Information:

More details about being a trustee can be found on the 'Trustees' section of our website. The [Charities Commission website](#) also has more general information on being a trustee and their legal responsibilities.

You can register your interest in becoming a trustee on our website.

