



## **Green City Action**     *Trustee role description (draft)*

***Green City Action is an established and award winning environmental charity, serving the diverse ward of Burngreave in Sheffield and the surrounding area.***

***We currently run a low cost Toolbank for the whole of Sheffield; teach and encourage food growing on our community allotment; and work with local schools to raise awareness of where food comes from, local wildlife and other environmental education.***

### *The statutory duties of a trustee*

1. To ensure that Green City Action (GCA) complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that GCA pursues its objects as defined in its governing document
3. To ensure GCA uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of GCA.
6. To ensure the effective and efficient administration of GCA
7. To ensure the financial stability of GCA
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
9. If GCA employs staff, to appoint the chief executive officer and monitor his/her performance

### *Other duties*

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the trustees reach sound decisions.



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This may involve:

- Scrutinising reports and any other papers
- Leading discussions
- Supporting fundraising activities eg assisting with funding bids
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

### Accountable to:

As trustees are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and Companies House.

### ***Skills and experience required***

We are looking for people with

1. skills and experience in one or more of the following areas:
  - Governance and Charity Trusteeship
  - Strategic thinking
  - Financial management
  - Project Management
  - Fundraising
  - Networking
  - Human Resources
  - Good communication skills
  - Able to work as part of a team
2. Passion for and knowledge of issues around the environment and the relief of poverty.

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\*The objects of the Charity ('the Objects') are:

2.1 The relief of poverty amongst the inhabitants of the City of Sheffield ("the area of benefit") in particular but not exclusively by;

1. the provision or loan of tools to people who would not normally be able to afford such equipment and
2. providing opportunities for the cultivation of fruit and vegetables with the object of improving the conditions of life of the said inhabitants;



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2.2 To assist in the relief of persons suffering from mental or physical illness of any description or in need of rehabilitation as a result of such illness in particular but not exclusively by the provision of facilities for horticultural therapy and gardening:

2.3 To preserve and protect the physical and natural environment for the public benefit through the promotion of waste reduction, re-use, reclamation and the recycling of waste materials

2.4 To advance the education of the public in all aspects of:

1. waste general/on, waste management and recycling and
2. Organic gardening and local food production