

 **Trustee Role Description**

Holywood Shared Town is a company limited by guarantee and a registered charity. Our Trustees play a vital role in making sure that Holywood Shared Town achieves its core charitable objective which is the continuous development of Holywood as a town that:

* is safe and welcoming for everyone;
* has a strong and thriving community;
* has a vibrant cultural scene and pride in its heritage;
* has a prosperous local economy;
* is inclusive and celebrates our community’s increasing diversity; and
* promotes sustainable practices that enhance health and wellbeing of individuals living and working in the Holywood area and the environment.

We endeavour to support and build local relationships, social capital and to improve our local environment through a range of initiatives and projects.

Our objectives are:

* Fostering a safe and welcoming community for people to live, learn, work, socialise, raise children and do business;
* Working towards a high quality of life for all residents, supported by a strong community and local economy.
* Supporting Holywood as an attractive, vibrant cultural and social space.
* Generating participation and positive interaction so that Holywood is a place of inclusion, diversity, respect and tolerance.
* Cultivating respect and pride in local history, heritage and environment.

We undertake and/or support a variety of groups (through our ‘activity’ membership scheme) and projects. Activity members are groups of individuals that come together to undertake a specific activity or purpose under the umbrella of, and supported by, Holywood Shared Town. We currently support Holywood Men’s Shed, Patchwork, the Fencing Club and Holywood Resettlement Group. Both Holywood Men’s Shed and Holywood Resettlement Group have a nominated activity member on the Board. More information relating to our project and activities is available on our website at this [link.](https://holywoodsharedtown.org/) and in our Annual Report (available on our website and at this link)

Holywood Shared Town also undertakes a number of projects in its own name (or under the Holywood Men’s Shed banner) that it believes will enhance the quality of life of everyone that lives and works in the Holywood area and/or will develop and enhance the amenity of the town and surrounding area – particularly cultural and environmental activity.

Trustees (also known as directors or board members) oversee the overall management and administration of the charity. They also ensure that Holywood Shared Town has a clear strategy and that the activities we support and projects we undertake align with our goals and vision and promote the sustainability of the charity. A copy of the Holywood Shared Town Strategy is available at this [link.](https://holywoodsharedtown.org/)

Holywood Shared Town trustees/directors have a collective responsibility. This means that trustees always act as a group and not as individuals. Generally, each trustee takes responsibility for one of our diverse and connected activities and our project teams are made up of other trustees and, critically, other members of the Holywood community.

You have to be (or become) a member of Holywood Shared Town in order to act as a trustee. 'Members' of a company limited by guarantee are like the shareholders of a company limited by shares but, instead of buying shares, each member agrees to guarantee any possible debts of the Holywood Shared Town up to a nominal limit of £1.00. General membership is currently free but activity members/participants may be asked to pay towards the cost of their activity. Unlike the trustees, members are not actively involved in the day to day administration of the charity, but as a member you are entitled to attend and vote at our AGM. Members also approve the election (and re-election) of trustees each year.

**Key Responsibilities:**

* Support and contribute to the development and implementation of Holywood Shared Town’s purpose, vision, goals and activities.
* Uphold the highest standards of governance, ensuring compliance with legal and regulatory requirements, and maintaining accountability to stakeholders.
* Contribute to regular reviews of Holywood Shared Town’s own governance and participate in developing/ reviewing its operational strategies and internal policies.
* Monitor Holywood Shared Town’s financial health including reviewing and approving the annual financial statements and monitoring budgets and use of grant monies to ensure effective use of resources.
* Ensure that key risks to Holywood Shared Town are identified, monitored and controlled effectively. This includes regular updates to our risk policy.
* Keep abreast of changes in Holywood Shared Town’s operating environment.
* Attend Board meetings once per month and be adequately prepared to contribute to discussions.
* Act in good faith to promote and protect Holywood Shared Town’s interest and reputation to the exclusion of any personal and/or any third-party interests and avoiding conflicts of interest. This includes declaring conflicts or perceived conflicts of interest to the Chair.
* Act as an ambassador for Holywood Shared Town, actively promoting its work and building relationships with key stakeholders (including other community organisations in the town, potential funders, beneficiaries, and members and the wider community) by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when trustees need to be actively involved in projects and activities beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, becoming involved in fund raising, presenting externally to funders and others, 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. We are particularly interested in people with IT and social media skills and/or anyone with an interest in the local environment. We also welcome applications from anyone with experience in community development or engagement.

While previous experience of serving on a board or committee is helpful, it is not essential.

**Personal skills and qualities**

* Genuine enthusiasm for our areas of focus and a commitment to making a positive impact in our local community.
* Willingness and ability to understand and accept your responsibilities and liabilities as a trustee and to act in the best interests of Holywood Shared Town.
* Ability to think creatively and strategically and contribute to long-term planning and strategy.
* A collaborative mindset with the ability to work effectively with other board members.
* Effective communication skills and willingness to participate actively in board discussions and exercise independent judgment.
* A strong personal commitment to equity, diversity and inclusion.

**Terms of office**

* This is a voluntary position, you will not be paid, but reasonable out of pocket expenses are reimbursed.
* You can resign at any time by giving written notice of ***one month*** to the charity via contacting the Chair of the Board however we do prefer trustees to act for a minimum of one year.
* You must resign as a trustee after 3 years but, if you feel you can continue to contribute to the charity, you can put yourself forward for immediate re-election

**Time commitment**

* Attending monthly Board meetings and the Annual General Meeting (generally held in March). Currently meetings are held in person usually at Holywood Yacht Club in the evenings. We endeavour to keep Board meetings to a maximum of two hours.
* Communication in between board meetings may occur, usually via email, plus opportunities for members to visit and take part in activities on behalf of the Board.
* Ad hoc and other support through involvement in individual projects and activities in which you have a particular interest or expertise.

**Benefits**

* Opportunity to make a meaningful impact in the community and contribute to the strategy and goals of a community organisation in Holywood.
* Development of leadership and governance skills.
* Networking opportunities with other professionals and community leaders, meeting new people and embedding the organisation within the town of Holywood.

|  |  |  |
| --- | --- | --- |
| Version Number | Date | Changes |
| 1 | 25 11 24 |  |
|  |  |  |