

Role:	Trustee
Position type:	Volunteer
Location:	Working from home
Duties and Responsibilities	
<p>In order to carry out your responsibilities as a trustee, you should:</p> <ul style="list-style-type: none"> • be committed to the Purpose, Vision and Values of Families Out Loud. • ensure operational plans and budgets support the Strategic Plan. • ensure FOL complies with charity law and any other relevant legislation or regulations. • ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place. • be constructive about other trustees' and others' opinions in meetings and discussions • be able to act reasonably and responsibly when undertaking such duties and performing tasks • be able to maintain confidentiality on sensitive and confidential information • understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly • be able to analyse information and, when necessary, challenge constructively • be able to make collective decisions and stand by them 	
Person Specification	

	Essential	Desirable
Experience	<p>Demonstrate experience in at least two of the following areas:</p> <ul style="list-style-type: none"> • Charity law & governance • Funding research, bid writing & fundraising • Leadership / management • Financial management • Data analysis and/or research • Recruitment & HR expertise • Marketing, media & PR • IT & Digital 	<p>Demonstrate experience in one of the following areas:</p> <ul style="list-style-type: none"> • General strategic planning • Change management

Knowledge	<p>A good understanding of the organisation</p> <p>An understanding of how addiction affects families</p>	An understanding of the charity sector
Skills	<ul style="list-style-type: none"> • Strategic vision • Good, independent judgement • An ability to think creatively • A commitment to equal opportunities and the promotion of diversity • An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship 	
Personal Attributes	<ul style="list-style-type: none"> • Commitment to the charity's Purpose, Vision & Values • Ability to work well as part of a team • A willingness to speak their mind • A commitment to equal opportunities and the promotion of diversity • Ability to maintain professionalism 	
Other	Ability to maintain confidentiality	