

Birmingham Community Matters (BCM) Role Description – BCM Trustee

BCM are looking for a keen and proactive person to join Birmingham Community Matters our Trustee Board.

A trustee is a volunteer who gives their time to manage the way the charity works.

For us volunteering is always a two way relationship and we aim to make your time volunteering with us as fulfilling and productive as we can.

We are keen to support people who are new to being a trustee and will provide the training you need.

We welcome applications from everyone. Disabled, D/deaf, blind and partially sighted people, and/or neurodivergent people, those from Black, Asian and Ethnically Diverse backgrounds are under-represented on our Board of Trustees so we particularly encourage applications from people in these groups.

Minimum Commitment:

- BCM Trustee Board meets 4-6 times per year (each meeting lasts up to 2 hours - these are held in person).
- We hold two social events each year for Trustees to meet with staff and volunteers, one in winter, one in summer.
- In addition we would expect trustees to make time to be involved in the services we deliver; either as a helper or so that you know exactly who the charity's beneficiaries are and what they need.

Purpose of role

A trustee is someone who is legally responsible ensuring that the charity abides by its constitution.

This includes:

- That the services the charity offers are allowed under the constitution.
- Having an overview of BCM's financial affairs ensuring that the resources of the organisation meet its present and future needs; and
- That the charity operates proper reporting procedures.
- Helps steer the charity to ensure it continues to meet the needs of the beneficiaries.

Skills and Qualities

We are seeking a wide variety of people with different skills and qualities to ensure that the Board can be effective.

The following additional skills and qualities are:

Essential

- 1) A confident communicator with good interpersonal skills who can work well with others.
- 2) Someone who is confident to read and assess information to be able to take shared decisions on the direction of the charity.
- 3) Be able to use your knowledge, experience and skills to be able to offer sound advice and constructive challenges to help the staff and Trustee Board undertake their responsibilities.

Desirable, but not essential

Having experience of the voluntary and community sector is useful for some board members, but equally it is great to have input from trustees from other walks of life eg: the private sector or lived experience.

- 1) Experience of committee/group work and being prepared to make unpopular recommendations to the Trustee Board.
- 2) Knowledge/experience of the voluntary and community sector and charitable work.