

## Trustee Role Description

The Trustee's role falls within the Helping Rhinos governance team. The post-holder must be committed to the Helping Rhinos values and ethos.

Scope	A key team member who, with other appointed colleagues on the Board is responsible for all governance aspects of the organisation
Area of authority	Keeps the charity on track with its vision, mission, and values. Makes decisions and grants authorisations in line with proposals from the Chief Executive and Treasurer. A Trustee ensures that the charity maintains its strategic purpose and remains fully compliant with current legislation, rules, and regulations.
Reports Directly To	Chair of the Board of Trustees
Works closely with	Chief Executive Officer Treasurer Secretary Other nominated key staff or subgroups as appropriate

Working in collaboration with other Trustees, and with the Chief Executive, the trustee will be responsible for:

- Ensuring that the Charity pursues its stated objectives, as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the Charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that the Charity applies its resources exclusively in pursuance of its charitable objects.
- Ensuring that the Charity defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the Charity.
- Ensuring the effective and efficient administration of the Charity, including having appropriate policies and procedures in place.
- Ensuring the financial stability of the Charity and reporting transparencies.
- In addition to the above statutory duties, the Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

## **Ad Hoc**

- Attend any special events in the Trustee capacity and support other volunteer efforts as appropriate.
- Assist to raise awareness of the Charity's vision, mission, and activities by adopting an ambassadorial role and help raise profile of the Charity.
- Sit on sub-groups that match personal skill set.
- Manage relationship with nominated high-level supporters.

A Trustee may be asked to deputise for the Chair if absent.

## **Obligations**

- Attend a minimum of four Trustee meetings per annum in person (approximately 4-6 formal meetings held annually) and take part in face to face/online meetings or operational conference calls as required.
- Declare any perceived conflict of interest at the start of every meeting.
- Take responsibility for undertaking due diligence and with colleagues on the Board and facilitate the approval of any new members of Trustee Board.
- Use voting rights to help reach decisions.
- Accept responsibility for collective oversight of employment of senior executive staff and reviewing performance as guided by the Chair.
- Accept responsibility and oversight of annual financial reporting and management of the charity and study documentation thoroughly prior to meeting.
- Routinely take part in risk register reviews, monitor complaints if escalated to Trustee level /as part of the Board collective, help to facilitate/discuss/resolve any reported incidents.

## **Skills**

The Trustee should have the following:

- A passion for wildlife conservation.
- A commitment to the organisation.
- A willingness to devote the necessary time and effort.
- Proven ability to input to the Charity's strategic vision.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

Dated: 21 Oct 2022

UK Registered Charity: 1175762

Registered Office: 50 Coulstock Road, Burgess Hill, RH15 9XZ