



Job Description

Trustee of Scottish Waterways Trust

The trustees are those responsible under the governing document of Scottish Waterways Trust for controlling the management and administration of the organisation. Scottish Waterways Trust believes the strength of our organisation lies greatly in our people, the staff, volunteers and executive team. Our trustees are high caliber individuals, committed to the good works of the organisation who work proactively to ensure its continued success and prosperity.

Trustees of Scottish Waterways Trust are expected to:

- Attend the quarterly Trustee meetings and other occasional events acting as ambassadors for the Charity.
- Ensure that Scottish Waterways Trust always complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Maintain proper financial control and ensure that the organisation applies its resources exclusively in pursuance of its objectives.
- Maintain effective board performance and ensure the efficient administration of the charity.
- Help set and maintain the organisation's vision, mission and values.
- Assist in the development of business strategy, setting policy and evaluation of the organisation's performance.
- Work proactively to promote Scottish Waterways Trust wherever appropriate.
- Always ensure accountability across the business and be accountable to colleagues.
- Safeguard the name and values of Scottish Waterways Trust at all times.
- Act in the best interests of the charity, never in the interests of their self or another organisation.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

Person Specification

To be successful in the role of trustee a person must possess:

- A willingness to devote the time, enthusiasm and effort to its duties and responsibilities.
- An understanding and acceptance of its legal duties, responsibilities and liabilities.
- An understanding and respect of the distinction between governance and management.
- The strategic vision to help effect change and meet the objectives of the organisation.
- A clear understanding of the challenges faced by the Charity Sector in Scotland.
- The business acumen to assist the organisation in achieving its mission.
- The ability to evaluate and interpret information and think creatively.
- A commitment to the ethos and values of Scottish Waterways Trust.
- A commitment to equal opportunities and the promotion of diversity.



A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Scottish Waterways Trust in mind.

Remuneration

This is an unsalaried position. Trustee meetings are usually held in the central belt and travel expenses can be reimbursed by Scottish Waterways Trust.

Eligibility

The Charities and Trustees Investment (Scotland) Act 2005 states that certain people are disqualified from acting as charity trustees:

- someone with an unspent conviction for dishonesty or an offence under the 2005 Act
- someone who is an undischarged bankrupt or has a **Protected Trust Deed** to pay off debts with creditors
- someone who has been removed under either Scottish or English Law from being a charity trustee
- someone who is disqualified from being a company director.