



Role Description: Trustees

The ultimate responsibility for every aspect of the charity's operation lies with the board of trustees. They are responsible for directing the affairs of the charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

It is therefore important that all trustees ensure that they understand the history of Curious Minds and its work and keep abreast of other issues that might affect the charity.

Trustees, as Directors, have certain legal, financial and fiduciary duties under charity and Company law. The requirements of some funding bodies also place responsibilities on the Trustees. Even though many of these duties are delegated to employed staff, the board must make clear decisions about such delegation.

The strategic role of a trustee is:

- to ensure that Curious Minds complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations;
- to ensure that Curious Minds pursues its objects as defined in its Memorandum and Articles of Association;
- to maintain proper financial control and ensure that Curious Minds applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are;
- to set and maintain vision, mission and values;
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets which are captured in a Business Plan;
- to approve the organisation's Programmes of work, being satisfied that requirements for monitoring and evaluation, as well as financial projections, will be met;
- to ensure accountability;
- to set up employment procedures and respect the roles of staff and volunteers;



- to recruit and support the Chief Executive and Senior Managers of the organisation;
- to agree and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies, child protection, safer recruitment and grievance and disciplinary procedures;
- to ensure that risk assessments for all aspects of the business are carried out;
- to safeguard the good name and values of Curious Minds;
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises;
- to promote and advocate for Curious Minds;
- to act in the best interests of the charity, never in the interests of yourself 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 sub-committee/working 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. A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Curious Minds in mind.



Main tasks involved in being a Trustee are:

- attend Board meetings four times each year;
- attend Curious Minds AGM and any extraordinary meetings;
- prepare appropriately in advance of meetings;
- participate actively and constructively in Board meeting discussions and decision making;
- foster a positive working relationship with other Trustees and Curious Minds' staff;
- develop and maintain up-to-date awareness of Curious Minds, its work and its activities;
- participate as necessary in any sub-committees or working parties the Board may set up;
- allow the delegation to staff of the day to day management and operation of Curious Minds, including finances and staffing issues.



Curious Minds' 7Cs

All our team members are expected to share a positive, pragmatic and people-centred attitude and to model the following behaviours:

- We are Curious**
 - Look for opportunities and solutions
 - Open to new ideas and willing to try new things
 - Aim for best practice and, where possible, next practice in my area of work.
- We are Courageous**
 - Willing to be challenged and challenge others
 - Ambitious for myself and the organisation
 - Proactive – don't just talk about it, do it
 - Comfortable with complexity -willing to start the journey without a map.
- We Celebrate**
 - Celebrate my own and others' success
 - A strong ambassador for Curious Minds
 - A strong ambassador for children's access to arts, culture and creative learning
- We Collaborate**
 - Not a 'sole-trader', aware of the impact I have on other people and contribute to their success
 - Communicate well and am present and contribute at team meetings
 - Committed to enabling creative collaboration
- We Care**
 - Respectful and courteous to others. Expressing feelings and emotions appropriately
 - Care about children and young people and believe in the value of arts, culture and creativity
 - Value resources and use them wisely
- We are Conscientious**
 - Plan my workload and manage time effectively
 - Come prepared to meetings and think before I speak or act
 - Attention to detail, arrive on time, meet deadlines and conduct myself professionally
- We are Credible**
 - Honest and truthful
 - Know my stuff but willing to admit when I don't know something
 - Willing to learn and adapt