

Trustee Role Description

THE ROLE IN A NUTSHELL

Curious Minds' Trustees work alongside the CEO, COO and Executive Directors to agree the charity's vision and strategy and ensure it is well-run and delivering the work the charity is set up to do to a very high standard.

The Board meets quarterly to receive reports and updates and to work with the Executive Management Team to plan future strategy, agree action and make decisions. Trustees can also volunteer to sit on task teams or working groups that interest them or feel relevant to their life experience or professional expertise.

Curious Minds is now a 'digital first' organisation and most board meetings will happen online. Trustees will have the opportunity to meet in-person at least once a year and are always welcome to join our events and workshops to help them understand our work better.

Trustees, as Directors, have certain legal, financial and fiduciary duties under charity and company law. Some of our funders, such as Arts Council England, also place responsibilities on the Trustees. Although the Board of Trustees have ultimate responsibility for the charity, not every Trustee needs to be an expert in everything, and both Trustees and staff bring in expert advice whenever we need to. The Board makes clear decisions about when these duties are delegated to the Executive Management Team and how they are monitored.

Why Curious Minds needs this role

Curious Minds Trustees ensure the charity has a clear strategy, and that its work and goals are in line with its vision.

Trustees safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

Having a Board of Trustees is a legal requirement for a charity, but beyond that we need Curious Minds Trustees to act as 'critical friends' to the Executive Management Team. They do this by giving timely support and advice, by asking great questions and connecting us into new networks and with new opportunities. We always begin board meetings with a topical discussion designed to keep everyone informed of the latest policy, practice and key issues affecting creative and cultural education.

As the charity moves forward into an exciting and crucial phase of its development, we will ask our Board of Trustees to use its influence and external networks to extend the reach, influence and impact of the charity, and to broker new strategic alliances.

What you'll be doing

As one of a team of Trustees, you would work alongside the CEO and COO to:

- Set and maintain the charity's vision, mission, values and strategic direction
- Ensure Curious Minds complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure Curious Minds pursues its objects as defined in its Memorandum and Articles of Association. This governing document describes what Curious Minds can do.
- Maintain proper financial control and ensure that Curious Minds applies its resources exclusively in pursuance of its objects. This means that the charity must not spend money on activities other than those it is set up to do, no matter how worthwhile they might seem.
- Approve programmes of work and a Business Plan, being satisfied requirements for monitoring and evaluation against targets, as well as financial projections, will be met
- Set up employment procedures for staff and volunteers
- Recruit and support the CEO and senior staff of the organisation
- Agree and monitor the implementation of internal policies and procedures
- Manage risk, using risk assessments and a comprehensive risk-register
- Safeguard the good name and values of Curious Minds
- Ensure the board itself and ensure the administration of the charity including funding, insurance and premises are effective
- Promote and advocate for Curious Minds and act in its best interests

In addition to the above statutory duties, trustees should use their specific skills, knowledge or experience 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.

Things we expect all Trustees to commit to:

- Attending board meetings four times each year, including the AGM, and read the papers provided in advance of the meetings
 - Attending any extra meetings that may be called to deal with urgent business
 - Participating actively and constructively in board meeting discussions and decision making
 - Having a positive working relationship with other trustees and paid staff
 - Developing and maintaining up-to-date understanding of Curious Minds, its work and its activities
 - Participating in relevant task teams or working groups the board may set up
 - Allowing the day-to-day management and operation of Curious Minds, including finances and staffing, to be delegated to staff
 - Representing Curious Minds at regional and national meetings and events.
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