



Trustee Role Description and Person Specification

The Gas Safe Charity is a Registered Charity and a company limited by guarantee, governed by a Board of Trustees. The Board of Trustees is responsible for the effective governance of the charity, ensuring it delivers the Charity's charitable objects and its agreed aims and objectives. The Objects are to promote and support gas safety in order to advance health and safe lives by providing education in relation to gas safety and by promoting any purpose that is charitable according to the laws of England and Wales and which furthers gas safety as determined by the Trustees.

Time commitment

Trustees are expected to attend six Board meetings a year during the day, plus an Awayday. Around half the meetings are held in person and the others are held virtually. In addition, Trustees will normally be a member of one of the Project Review Groups and/or lead on specific projects. The expected time commitment is approximately one to two days a month.

Trustee appointments are for an initial term of three years, renewable twice to a maximum term of nine years.

Role Description

All our Trustees:

- Are committed to Gas Safe Charity and act in its interests at all times, safeguarding our reputation and values and ensuring we pursue and deliver our charitable object and purpose.
- Understand and accept the legal and regulatory duties, responsibilities and liabilities of Trusteeship
- Bring positive, independent judgement and the ability to think creatively and to challenge constructively to secure the continued growth of the organisation
- Work effectively as a member of the Board and recognize, respect and welcome diverse, different and, at times, conflicting views of colleagues.
- Prepare for, attend and participate actively in Board meetings and in support of allocated lead roles, working groups or other governance functions
- Maintain confidentiality about any sensitive and confidential information received as a Trustee.

Person Specification

- A passion for and commitments to Gas Safe Charity's mission, vision and values
- Understanding of the legal responsibilities of trusteeship

- Good independent judgement and strategic vision
- Proven ability to work effectively as part of a team
- Ability and desire to learn about good governance, charity law and any other relevant regulation

Trustees are being sought with knowledge and experience in the following specific areas:

- Broad **marketing and communications** experience in publications, websites and social media. An agency has been appointed to manage the Charity's website and social media output and the Trustee will oversee the Charity's work involving online, social media and video initiatives.
- **Financial qualification or experience** to oversee the Charity's finances (including the Budget and Year End Accounts), advise on strategic matters and any financial issues that arise and oversee the Charity's financial risk management.
- The ability to focus and advise on the broad strategy and programmes run by the Charity in the context of good governance and decision-making. This is comparable to the role of a **non-executive director**, sharing the responsibility of all Trustees for good governance with a focus on outcomes and taking a wide-ranging view of priorities and effectiveness.