

## **Trustee / Chair of Finance Committee**

We are seeking a Trustee with a background in finance, ideally ACA qualified, to lead our Finance and Risk Committee. The committee focuses on financial sustainability and effectiveness including financial strategy, external audit, risk audit and support services such as facilities and IT.

### **Why volunteer as Trustee for Minstead Trust?**

As well as the chance to 'give back' many Trustees find that they learn a lot, develop new skills, build confidence and forge friendships. Whilst Trustees volunteer their time, we do pay travel expenses.

### **What does a Trustee Do?**

You'll be playing an integral part in the good governance of the charity, helping to ensure that we adhere to our mission of supporting people with learning disabilities to fully develop their individual potential by providing opportunities, enhancing life skills, ensuring informed choice, and influencing society.

### **What does 'good governance' mean?**

The duties of a Trustee are to ensure that they meet the six Governance Requirements of the Board:

- Ensure Minstead Trust is carrying out its purpose for the Public Benefit
- Comply with its governing document and the law
- Act in the best interest of Minstead Trust
- Manage the Trust's resources responsibly
- Act with Reasonable Care and Skill
- Ensure that Minstead Trust is accountable

The team at Minstead Trust will support you every step of the way. First, we will meet with you to find out more about you and your interests and we will tell you more about the charity and our plans.

Once you join, the management team and other Trustees will be on hand to guide you through the first few meetings or for as long as it takes to help you feel settled, so you can ask any questions and get to know the team and how the meetings work.

### **Do I need a special skill or qualification?**

Our Board of Trustees is made up people from all sorts of backgrounds with different skills sets. To complement our existing skills mix we are keen to attract someone with a finance or accountancy background.

Our Trustees are united in the shared passion to create a place where people with learning disabilities enjoy fulfilling lives of their own choosing. Here's what some of our Trustees say:

Olly Trumble – Trustee:

‘Core to the Trust’s ethos is that everyone has something valuable to contribute. You might be surprised at the variety of different skills that could help the work of the Trust.’

Graham Waters – Former Trustee

‘It is wonderful to see the different skills and experience each fellow Trustee can bring to the table and it continues to be a hugely interesting and rewarding role.’

### **How much time do I need to commit?**

Where possible meetings will be arranged around Trustees’ commitments and availability and some meetings will be held online or in the evenings. We understand that work, family and other personal commitments come first, so we try to be as flexible as possible. To give you an idea of how much time our Trustees typically give:

- Up to two days (or half days) for Board strategic review and planning
- Board meetings 4 times a year of approximately four hours, plus preparation for meetings in advance
- Attending meetings of the Committees of which they are members – these are often via video conferencing.

And there’s a chance to get involved with the fun stuff we do too, such as socials, fetes, Christmas and Easter services, fundraising events and celebrations. You can join in as much as you want!

I still have questions, is there someone I can speak to?

You are welcome to get in touch with Heidi, who leads the Trust’s People and Culture team, by e-mailing [Heidi.Oldrey@minsteadtrust.org.uk](mailto:Heidi.Oldrey@minsteadtrust.org.uk)

Or you can contact our Chair of Trustees, Jo by e-mailing her at [Jo.Grunwell@minsteadtrust.org.uk](mailto:Jo.Grunwell@minsteadtrust.org.uk).

Either will be happy to arrange an informal chat.