

BOARD TRUSTEE

Job Description and Person Specification

ROLE DESCRIPTION	
<p>Avenue is a charity, based in the North East of Scotland, that provides a range of services to families, children and individuals. We help families and individuals to overcome obstacles to wellbeing and find ways forward through the challenges that life can bring.</p>	
VALUES:	<ul style="list-style-type: none"> • Effectiveness • Integrity • Respect • Credibility • Innovation • Independence
PURPOSE:	<p>As a Board Trustee of Avenue Confidential (Avenue), you will provide leadership and direction for Avenue, to secure its long-term sustainability, and to oversee the legal, financial and operational management of Avenue, ensuring it meets the charitable aims set out in its constitution.</p> <p>As a trustee, you will share formal responsibility for the charity and must act in its best interests, regardless of how you are elected or appointed.</p>
REMUNERATION:	<p>There is no payment for acting as a Trustee. Travel and out-of-pocket expenses will be paid on submission of a claim with receipts.</p>
MAIN DUTIES:	<ul style="list-style-type: none"> • To provide leadership and firm strategic direction for Avenue and maintain appropriate accountability • To safeguard and promote the values, ethos and objectives of Avenue • To fulfil the legal duties and responsibilities of Company Directors and Charity Trustees • To monitor and maintain the sustainability and financial viability of Avenue

	<ul style="list-style-type: none"> • To support the Service Director of Avenue in delivering the aims and objectives of Avenue • To contribute to the development of Avenue’s strategic plans • To prepare for and attend Board meetings • To monitor progress on the implementation of Avenue business and strategic plans and review the financial position of the organisation
<p>COMMITMENT:</p>	<ul style="list-style-type: none"> • To learn about Avenue, its work, and the individual and collective roles and responsibilities of the Trustees • To attend quarterly Board meetings and the Annual General Meeting. A Trustee who is absent without permission from all their meetings held within a six month period may be removed from office • You may be asked to participate in short life working groups to progress particular areas of the Board’s work • You may be asked to contribute to occasional staff recruitment processes, development days and training (approximately 3 days per year)

REQUIRED KNOWLEDGE, EXPERIENCE AND SKILLS

A commitment to Avenue’s mission

A willingness to meet the minimum time requirement

Integrity

Strategic vision
Good, independent judgement
An ability to think creatively
A willingness to speak their mind
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
An ability to work effectively as a member of a team and to take decisions for the good of Avenue

DESIRABLE AREAS OF KNOWLEDGE, EXPERIENCE AND SKILLS
Charity Governance
Safeguarding and Child Protection
Fundraising
Marketing and Promotion
Social Care
Health (in particular Mental Health)