



METRO Trustee Role Description

Overall Purpose of the Role

To support the development of METRO and oversee the effective, efficient and delivery of METRO services

Role Description

The trustee will work collaboratively and collectively with other board members, stakeholders and staff to ensure that:

- METRO's mission and vision is maintained and regularly reviewed
- METRO's Memoranda and articles are complied with
- METRO develops, adheres to and reviews its long term strategy including:
 - Policies and procedures
 - Conduct of trustees and board business
 - Employment procedures e.g. recruitment, support, appraisal, remuneration and discipline
- METRO is accountable to its members, the Charity Commission, Company House, HMRC
- Annual reports and accounts are developed and published
- All of METRO's activities comply with the law
- METRO's resources are effectively managed so that it meets its charitable objective by
 - Monitoring spending
 - Approving the annual budget
 - Ensuring insurance has been obtained to protect the charity from liability
 - Directing and supporting the development and implementation of METRO's fundraising strategy
 - Seeking to minimise risk
 - Ensuring legal compliance
- The selection, management, performance and support to the Chief Executive operates effectively
- The Board's meetings run effectively
- Trustees operate in line with METRO's Trustees' Code of Conduct

- Sub committees of the board are resourced and empowered adequately to undertake their role
- Effective trustee recruitment, induction and development is undertaken
- That the reputation of METRO is enhanced and protected

Commitment required

- ❖ Attend regular bi monthly Board meetings
- ❖ Represent METRO at functions etc. acting as a spokesperson as appropriate
- ❖ Participate in sub-committees as appropriate
- ❖ Approve official documents as necessary for the organisation as a charity and a company limited by guarantee
- ❖ Participate in the recruitment and selection of Board members

The above is a broad guide, which may be refined through discussion or experience. Members of the Board will have a greater involvement in some areas than others. Trustees will be selected for the variety and spread of skills, experience and interest which they bring to the Board of Trustees.