



How METRO's Board of Trustees (BoT) works:

The BoT can have a maximum number of 12 members.

We are particularly keen to recruit Trans and non-binary people, and members of black and ethnic minority communities to balance the BoT and fully reflect the diversity of our service users and the wider community.

The BoT oversees the organisation, making sure it fulfils its mission, lives up to its values and remains viable for the future. BoT members help to ensure that organisation is being managed properly, although they don't get involved in day-to-day operational issues. Rather, they are responsible for the strategic development of the organisation. To do this, the BoT sets up a variety of systems to control and monitor the organisation's activity. It makes decisions along the way, altering the systems as needed. In doing this, the BoT carries out governance.

Time Commitment Expected from Board of Trustee members:

As a guideline, we ask that all **Board of Trustee (BoT)** members are able to contribute a minimum of 8 hours a month to METRO including:

- * One BoT meeting bi-monthly from 7pm – 9:00pm approx. BoT members are asked to prepare for these meetings by reading a number of reports and papers circulated one week in advance.
- * On joining the BoT, members are asked to engage with BoT induction and training.
- * Up to two additional planning or team-building days are held per year, usually at the weekend.
- * Attendance at METRO events

Other BoT work may include, joining a sub-committee, working party, or project group; recruitment of senior staff; providing advice and information for existing staff; re-designing the website; meeting with funders or a wide range of other tasks as needed. There are many interesting ways to get involved.

BoT members are expected to attend at least 75% of meetings in a calendar year. METRO acknowledges the demands of modern life and understand BoT members may need to take a break for a period of time when they need their energies elsewhere (new job, new

baby, moving house, caring for someone else). However a failure to attend three meetings in a row, without due notification or a poor attendance record over a period of 6 months, without a negotiated break will result in a review.

What you can expect from us

METRO takes the development of its BoT very seriously. We will monitor your reasons for joining the BoT against achievements and within the constraints of the organisation seek to fulfil reasonable expectations and where possible and appropriate offer continual personal development opportunities.

All BoT members will receive:

- * BoT Induction and specific training where possible and appropriate
- * Support in completing Information Governance (IG) training
- * Out of pocket expenses
- * Personal development opportunities where possible and appropriate to enhance existing skills
- * Personal development opportunities where possible within resources to acquire new skills and knowledge appropriate to your role
- * References as appropriate, if requested
- * Opportunities to meet new people with shared interests
- * Opportunities to contribute to the needs of the LGBTQ+ and other communities in south east London and beyond.