**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.