**JOB DESCRIPTION for Trustees**

**Responsible to:** Fellow Trustee Board Members

**Responsible for:** Chief Executive

**Salary:**  Unremunerated but travel expenses are reimbursed for face-to-face meetings

**Time commitment:** The Board meets 5 times a year (currently planning 3 virtual zoom meetings and 2 face to face meetings for 2022)

In addition:

* Some Trustees join the Finance and Audit Committee which also meets 5 times a year.
* There may be occasional attendance on other committees, such as Nominations or occasional visits to schools and/or businesses

**Purpose of the role:**

The Board of Trustees collectively provides strategic direction and ensures that the charity complies with its governing document, charity law, company law and other relevant legislation or regulations. It also takes responsibility for the running of the charity, which is then delegated to the Chief Executive.

Each Trustee contributes to agenda topics in line with their expertise, skills and areas of experience, and as appropriate within or outside of meetings, in order to ensure the Association achieves the best possible outcomes in accordance with its governing documents.

The Board of Trustees’ role also includes supporting and challenging the Chief Executive and supporting the employees to help them to achieve the aims and objectives of the organisation.

**Key Responsibilities:**

* Contributing to enable the organisation to fulfil its purpose;
* Proactively working with the Chief Executive to help determine the Association’s strategic direction and vision;
* Supporting and promoting the work of the Association to external stakeholders, partners, and the D&T community;
* Bringing personal experience, expertise and contacts that could be helpful to achieve the organisations aims and objectives;

**Tasks:**

* Contributing to and attending Board meetings;
* Keeping an overall picture of the organisation’s finances and collectively approving the budget and annual accounts;
* Liaising with other Trustees, Chief Executive / senior staff member to keep an overview of the Association’s affairs and to provide support as appropriate;
* Contribute to the setting of the Association’s strategic direction and plans;
* Agree revisions to policies as required;
* Attending and being a member of other committees or working groups when appropriate;

**Knowledge and Experience:**

**Essential** attributes, skills, experience and expertise:

* Understanding of the role and value of design and technology education
* Strategic planning experience and ability
* Knowledge and preferably experience of links between industry and education
* Experience of commercial and business development
* Experience and knowledge of financial planning and reporting
* Proven record of effectively communicating with education, industry and government
* Positive in approach, enthusiastic and committed
* Ability to be both challenging and supportive
* Solution-oriented in tackling challenges

**Desirable** attributes, skills, experience and expertise:

* Working knowledge and experience of design and technology in schools
* Understanding of organisational finance and accounting systems
* Experience of working with charities
* Knowledge and understanding of membership organisations
* Experience of marketing, communications and PR at an organisational level
* Knowledge of school education system and teacher education
* Knowledge of FE and HE education systems
* Understanding of design and engineering in industry
* Management/leadership experience and ability

***Please note this post is subject to an enhanced DBS check.***