



Human Story Theatre - Trustee Job Description & Person Specification

Human Story Theatre (HST) is a Charitable Incorporated Organisation (CIO), governed by its Constitution dated 1 November 2016.

The objects of the CIO are: To advance education for the public benefit and to preserve and protect the good physical and mental health of the general public by provision of artistic performances and workshops.

The functions and duties of the Board of charity trustees are set out in clause 9(1) of the Constitution, to be read along with the statutory duties of charity trustees summarised below.

Clause 9 of the Constitution requires that all Trustees are aged 16 years or over and that they expressly accept the office of a charity trustee. The minimum number of Trustees is 3 and the maximum number is 8.

Clause 10 of the Constitution requires that every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees, and in selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The statutory duties of a trustee are to:

- Ensure that HST complies with its Constitution, charity law and any other relevant legislation or regulations
- Ensure that HST pursues its objects as defined in its Constitution
- Ensure HST uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Contribute actively to the Board in giving firm strategic direction to HST, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of HST
- Ensure the effective and efficient administration of HST
- Ensure the financial stability and solvency of HST
- Protect and manage the property of the charity and ensure the proper investment of the charity's funds
- Appoint the senior staff and monitor their performance

All Trustees should refer to The Charity Commissions 'CC3 - The Essential Trustee' Guide for full details of legal responsibilities of being a Board member/ Trustee. This can be found at <http://www.charitycommission.gov.uk/publications/cc3.aspx>

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Trustee Person Specification

- Commitment to and willingness to work in accordance with HST's principles and values
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Adherence to Nolan's seven principles of public life as outlined in the Trustee Code of Conduct: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Restrictions on being a Trustee

Some people are disqualified by law from acting as trustees or senior managers of charities. The following situations result in disqualification:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt, or entering into a formal arrangement (eg an individual voluntary arrangement) with a creditor
- removal as a company director or charity trustee because of wrongdoing
- Conviction for terrorism-related, money laundering and bribery offences
- violating certain Charity Commission orders relating to finances or property
- misconduct in public office, perjury or perverting the course of justice
- disobeying an order or direction of the Charity Commission on application to the High Court
- attempting, aiding or abetting these offences.
- civil contempt of court relating to false statements (but only for as long as disqualification would have lasted had the same punishment been imposed for a criminal conviction)
- where someone is a designated person for reasons linked to terrorist activity by the Treasury
- where someone is subject to notification requirements under the Sexual Offences Act 2003.