



Dundee Volunteer and Voluntary Action Trustee role description

Trustees are there to lead, control and supervise the governance and strategic direction of the organisation. It's the part of the organisation with formal power and responsibilities, which are detailed in the governing document, and backed up by law. The Chief Executive Officer is delegated responsibility for the operational running of the organisation.

If things go wrong, it's the trustees that will be called to account. They need to be aware of this and act in the best interests of the organisation and its beneficiaries, following all requirements of law and regulation. This is sometimes referred to as the need for 'due diligence'.

To enable the organisation to meet its aims, trustees should perform the following functions:

Set and maintain the vision, mission and values of the organisation.

Develop direction, strategy and planning.

Ensure the organisation has the structure and resources for its work.

Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.

Establish systems for reporting and monitoring.

Manage risk and ensure compliance and accountability with the governing document, external regulators and the law.

Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

Other duties

In addition to the statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This involves:

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