



ROLE AND JOB DESCRIPTIONS FOR DART TRUSTEES - 2017

The Disabled Afloat Riverboats Trust (DART) provide holidays for people with a disability, as well as their family and friends in pursuit of their charitable objective which includes educating and helping disabled people of all ages. The charity currently runs 6 holidays a year along the Kennet and Avon Canal using specially adapted boats from the Bruce Trust (in future years DART may well look to provide holidays in other locations as it has previously done). Passengers can book on for 3, 4 or 7 nights, the pricing is kept as affordable as possible and covers accommodation and all food. Each holiday is crewed by 3 volunteers and has places for up to 7 passengers.

DART's trustees are currently seeking applications from people who would like to become a trustee and help us with our continued development and running. We would welcome applications from people with financial or human resources background but these are not essential, you must have a motivation and drive to assist us. No previous experience of working with charities or in the charity sector is necessary and we welcome applicants from all walks of life. If you feel you have the skills and qualities we look forward to hearing from you.

All Trustees of DART should strive to:

- be committed and supportive to the *purpose, objects* and *values* of the organisation
- be constructive about other *trustees'* opinions in discussions, and in response to staff/volunteer members' contributions at meetings
- be able to maintain *confidentiality* on sensitive and confidential information
- understand the importance and purpose of *meetings*, and be committed to preparing for them adequately and attending them regularly
- be able to *analyse* information and, when necessary, *challenge* constructively
- be able to make collective decisions and stand by them
- understanding of the legal responsibilities and liabilities of a trustee:
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Responsibilities of a Trustee

As a trustee you would have the following responsibilities:

- ensure the organisation applies its resources exclusively in pursuing its objectives
- contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organisation
- declare any conflict of interest while carrying out the duties of a trustee
- be collectively responsible for the actions of the organisation and other trustees
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation and the proper investment of the organisation's funds



- protect and manage the property of the organisation
- attend meetings and read papers in advance of meetings
- participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

Time Consideration

- The board of trustees meets at least twice a year (we are looking into online methods of meeting – Google Hangouts etc)
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- Preparation in advance of meetings.
- Trustees must be willing to devote the necessary time and effort to fulfilling their role effectively

Applications

If you feel you might have the time to offer us, then please apply in writing to explaining why you would like to join us and your background. We look forward to hearing from you.

- DART Administrator, DART, PO Box 21, Hungerford, RG17 9YY
- Email: contact@glosdart.co.uk