



## Role of Trustee/BoardMember

### Key Responsibilities:

- To ensure that GSC has a clear vision, mission and strategic direction and is focused on achieving these.
- To ensure all necessary legislation and regulatory requirements are complied with.
- Being responsible for the performance of GSC and for its 'corporate' behaviour.
- Ensuring that GSC's governance is of the highest possible standard.

### Main Duties:

#### Mission

- To determine the overall direction and development of GSC by providing excellent governance and direction.
- To ensure there is a common understanding by all trustees and employees of the company mission and strategic direction.
- To appoint a CEO and Directors with the specialist skills and knowledge as required.
- To ensure the CEO's annual and longer term objectives support the achievement of the vision, mission and strategic objectives.
- To agree strategies and policies that supports the vision, mission and strategic objectives.
- To ensure the effective and efficient administration of GSC.
- To ensure effective and efficient mechanisms are in place to listen to the views of others and to review the needs, services and resources of GSC regularly.
- To provide feedback of relevant information to the Board on all matters related to the company and/or its work.
- To promote and safeguard the name of GSC and its overall values.

#### Legal

- To be aware of and ensure all legal, moral, regulatory and statutory requirements are adhered to.
- To ensure the proper financial planning, management and control procedures are in place to inform the Board of actual and projected performance.
- To ensure that major risks to which GSC is exposed are reviewed regularly and that systems have been established to mitigate or minimize these risks.
- To ensure that the responsibilities delegated to the CEO are clearly expressed and understood, and directions given to him/her come from the Board as a whole.
- To put in place a fair and open procedure for the recruitment of future Trustees, CEO and Directors.

#### Performance

- To ensure the Board of Trustees is working effectively and efficiently and has made appropriate arrangements for future succession.
- To ensure the Board of Trustees has the skills required to govern GSC effectively.
- To reflect annually on the Board's performance and your own performance as a trustee.



- To monitor the actions of GSC employees and support them in achieving the overall vision, mission and strategic objectives.
- To act as a Champion for the promotion of GSC.
- To provide a readiness of offering both personal and professional skills and expertise to support all GSC employees.
- To ensure the CEO develops a learning culture where individual and team performance is assessed and reviewed regularly.
- To hold to account the CEO for the management and administration of GSC.
- To agree to company policy and procedure when required.
- To keep up-to-date with evolving situations regarding science centres, visitor attractions, museums etc.

#### Conduct

- To act as a role model in relation to GSC's mission and values.
- To attend and participate in all scheduled Board meetings.
- To avoid any conflict of interests and manage the situation to the benefit of GSC.
- To use individual skills, knowledge and experience to assist the Board in reaching sound decisions e.g. participating in sub groups, scrutinising Board papers, providing guidance.
- To act with stature within the remit of the company disciplinary procedure.

#### Skills & Personal Qualities

##### A Trustee of GSC must:-

- Be committed to the GSC mission and values.
- Provide a knowledge or active involvement of the wider educational or business or cultural sector in Scotland/Glasgow/Europe.
- Have an understanding of charity and company law and finances.
- Work as part of a team, taking responsibility for corporate decisions made.
- Be willing to devote the necessary time and effort required of a Trustee.
- Have a strategic vision, with a good, independent judgement.
- Be able to scrutinise proposals and examine their consequences.
- Be able to listen and think creatively.
- Speak out when a view is necessary.
- Understand and accept the legal duties, responsibilities and liabilities of a Trustee.