

Trustee Role and Person Specification

General

Trustees serve for a term of four years and are eligible for re-election for one further term, and subject to a further four-year term if elected as an office bearer.

Trustees of Seamab (a charity Registered in Scotland Number SC011002) are also Directors of Seamab (a company limited by guarantee, Registered in Scotland Number SC037461}.

The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Trustees will be expected to commit to attending up to four Board meetings per year, ad-hoc attendance other meetings and workshops, and representing Seamab at external events.

Trustees report to the Board of Trustees.

Role Description

To be a Trustee of Seamab is an exciting and fulfilling role. To be effective, the Board should comprise individuals from a diverse range of backgrounds, experiences and skill sets.

The role of a Trustee is to ensure that Seamab fulfils its duty to promote the support, care and education of children and young people by providing services to those who would benefit from them (full details of Seamab's Objects can be found in our Articles of Association: Section 1.3) and delivers on our vision, mission, values and strategic aims.

Statutory duties

The statutory duties for Trustees of all charitable organisations are:

1. To ensure the organisation complies with applicable charity law, company law, any other relevant legislation or regulations, and its Articles of Association.
2. To ensure that the organisation pursues its objects as defined in its Articles of Association.
3. To ensure the organisation applies its resources exclusively in pursuance of its objects - the charity must not spend money on activities that are not included in its own objects, no matter how 'charitable' and 'worthwhile' those activities are.
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the reputation and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation, overseeing robust financial decision-making and management.
8. To protect and manage the property of the organisation and ensure the proper investment of the organisation's funds.
9. To appoint the Chief Executive Officer and monitor his or her performance and the performance of the Senior Management.

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Other duties and responsibilities

In addition to the statutory duties set out above, Trustees should:

1. Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
2. Be responsible for the performance of the charity and for its 'corporate' behaviour.
3. Make full use of any specific skills, knowledge or experience to help the Board make good decisions.
4. Act in accordance with the Seamab Code of Conduct for Trustees.
5. Ensure that the charity's governance is of the highest possible standard.
6. Perform all such additional duties as are reasonably commensurate with the role.

Children's Participation

In addition to the statutory and general duties set out above, Trustees shall ensure the children's participation in Board matters that affect them, and represent their views to the Board by, for example:

1. Having regular contact with children at Seamab, listening to their views, and sharing and representing these views at meetings with managers and Trustees.
2. Working in partnership with relevant members of staff, to support children to express and share their views.
3. Where possible, ensuring children are given an opportunity to attend a Children's Committee meeting each year, to meet Trustees and help influence decision-making.

Person specification for Seamab Trustees

Trustees should have a strong empathy with Seamab's mission set out in '3' above and should be prepared to make a strong personal, corporate or financial commitment to ensure the Board has the breadth and depth required to govern and support Seamab. They should also have experience, skills, and expertise relevant to, or an interest in, the care and education of vulnerable children.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with Seamab's Articles of Association, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the charity.

Experience

Trustees should have one or more of the following:

1. Successful experience of operating within a board or at a senior management level in a charitable, public sector or commercial organisation.
2. Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
3. Demonstrable expertise and experience to fill any perceived gaps in the Board's collective skills and the organisation's needs.
4. A proven track record of sound judgement and effective decision-making.
5. A track record of commitment to promoting equality and diversity.

Knowledge, skills and understanding

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Trustees should:

1. Be committed to the organisation, willing and able to devote the necessary time and effort.
2. Be open and honest with their fellow Trustees and Seamab employees, and be prepared if necessary to make unpopular recommendations to the Board.
3. Be available to staff for advice and input when requested and appropriate on an ad hoc basis.
4. Demonstrate good, independent judgement and strategic vision.
5. Have an understanding of the respective roles of the Chair, Trustees and Chief Executive, and accept the legal duties, responsibilities and liabilities of being a Trustee.
6. Be able to work effectively as a member of a team.

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