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**Trustee – Role Description**

Our trustees will play a vital role in making sure that LUCA achieves its core purpose. They will oversee the overall management and administration of the charity. They also ensure that LUCA has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable LUCA to grow and thrive, and through this, achieve our mission to advance athletics among university students in Londo and the South-East.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

**Duties:**

* Support and provide advice on LUCA’s purpose, vision, goals and activities.
* Approve operational strategies and policies, and monitor and evaluate their implementation.
* Oversee LUCA’s financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the organisation.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve LUCA’s financial statements.
* Provide support and challenge to LUCA’s executive committee in the exercise of their delegated authority and affairs.
* Keep abreast of changes in LUCA’s operating environment.
* Contribute to reviews of LUCA’s own governance.
* Attend Board meetings, adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect LUCA’s interests, to the exclusion of their own personal and/or any third-party interests.
* Contribute to the broader promotion of LUCA’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

***What we are looking for***

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

**Personal skills and qualities**

* Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
* Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Enthusiasm for our vision and mission.

***Terms of appointment***

**Terms of office**

* Trustees are appointed for a 3-year term of office
* This is a voluntary position, but reasonable expenses are reimbursed.

**Time commitment**

* Attending 4 Board meetings annually. Currently meetings are held remotely

**Committee membership**

Ad hoc and occasional support through working groups and / or support to the executive team are optional but encouraged.