

Trustee Specification

As a Trustee the overall objective is to demonstrate a strong commitment to KickStart Ghana's values and to be responsible collectively with other Trustees for setting the strategic aims and objectives of the organisation in the UK. This is to be undertaken whilst fulfilling the KickStart Ghana's objectives; for the well-being and development of the organisation; and for its good governance, in compliance with current legislation under the Companies and Charities Acts.

Tasks and Responsibilities

- To be aware of and to conform to the responsibilities of a charitable Trustees and of a director of a company limited by guarantee.
- To ensure that KickStart Ghana pursues its charitable objectives as set out in its constitution, complying with charity law, company law and other relevant legislation and regulations.
- To attend meetings of the Board of Trustees, contributing to its role in setting the strategic direction of KickStart Ghana in the UK, defining overall policy, setting targets and monitoring performance; ensuring that its decisions are implemented and that the work is consistent with the mission and values of the organisation.
- To work with the Ghanaian board of KickStart Ghana and Director to ensure KickStart Ghana can complete its objectives.
- To ensure that KickStart Ghana takes appropriate steps to secure necessary resources, material and human; that such resources are managed with due probity and dedicated exclusively to KickStart Ghana's charitable objectives.
- To exercise oversight of the good financial and general management of KickStart Ghana. This includes completing the annual report.
- Promoting good relationships between Trustees, staff and volunteers.
- To sit on appointment and disciplinary panels and to attend other KickStart Ghana meetings as appropriate.
- To safeguard the good name, reputation and values of KickStart Ghana and to represent it in the public arena as appropriate.

This role description is a broad guide which may be refined through discussion and practice. It should be read in conjunction with current Charity Commission guidelines on the responsibilities of Trustees.

Person specification

The following skills and experience are desirable in any candidates for KickStart Ghana Trustees:

- Experience of setting and following strategy.
- A knowledge and understanding of volunteering and international development.
- Excellent communication skills.

In addition, the qualities needed by all Trustees include the following:

- A demonstrable interest in and commitment to KickStart Ghana's areas of interest – young people, volunteering and development in Ghana.

- A willingness to devote the necessary time and effort, to attend Board meetings and other meetings as appropriate and to be available for projects and working parties.
- Integrity and moral and ethical thinking.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- An ability to work effectively as a member of a team.
- An understanding of the beliefs and needs of donors and philanthropists.