

# Trustee Roles & Responsibilities



## Adherence to constitution

On accepting a Trustee Role with Rainbow Heartlands LGBTQ+, you recognise that we are constituted and operate under the regulation of OSCR. A copy of the constitution has been made available to all Trustees, and any amendments being made to the constitution are subject to agreement by the entire board.

## Roles and Responsibilities

### ***Chair of Trustees***

The Chair of Trustees is responsible for ultimate decision making, putting forward actions and maintaining positive connections among the Board and others serving within the charity.

Their primary responsibilities involve:

- Chairing of Board Meetings and ensuring accurate and accountable information is provided in advance, during and after each meeting
- Ensuring all Trustees have a say in matters and adequate opportunity to voice their opinions is given both during and outside of Board Meetings
- Assign and delegate roles, responsibilities and actions to Board Members as and where appropriate to do so
- Ensure actions and responsibilities are being supported and offer guidance where it is appropriate
- Provide reports, updates and statements to OSCR, funders and third parties where it is appropriate and relevant

A Chair is anticipated to serve for a minimum of 1 year, and up to 3 years at maximum before handing over to a new Chair.

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## **Treasurer**



The Treasurer is responsible for internal financial management of the charity, and ensure adequate financial security is sustained. They are expected to adhere to OSCR's guidance on financial timeframes and be responsive to funders about the usage of restricted funds.

- Providing regular statements of financial details with the Board
- Manage financial income and outgoings on a regular basis
- Action invoices, one-off payments and transactions for approval
- Manage users of the charity's bank account(s) and ensure appropriate provisions are made for them
- Provide Annual Returns statements in adequate time and organise independent reviews and audits to be carried out
- Support funding and fundraising activities from a financial perspective and accurate records of these are maintained

A Treasurer is anticipated to be involved in the charity across a full financial year and be in position for a maximum of 6 years before a new Treasurer is sought.

## **Governance & Safeguarding**

The role of Governance and Safeguarding is to ensure that all charity activities are run safely, effectively and align with the charitable purposes set out. Regular reviews of this should be carried out, and appropriate resources and training provided to all charity representatives.

- Ensure all charity policies and procedures are up to date and inline with current legislation and regulations
- Organise training, induction and refreshers for all charity trustees and staff
- Liaise with organisations including OSCR, Disclosure Scotland and other agencies to ensure practices and procedures are being adhered to
- Provide documentation, written reports and internal records where required
- Attend interviews and reviews with volunteers to keep records and notes on discussions, and ensure adequate supervision is put in place
- Create agendas and minutes of Board Meetings and share this within reasonable timeframes, ensuring action points are highlighted

The Governance & Safeguarding lead is anticipated to be in the position for a minimum of 1 year, and up to 6 years maximum before a new lead for the position is sought.

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## **People Lead**

The role of People Lead is to provide support for staff members including volunteers, as well as members across the organisation. This role will require regular meetings and liaison with a number of people, ensuring adequate supervision and support is in place to achieve charitable aims and delivery of projects and activities.

- Lead on recruitment of staff members, including volunteers, as well as ongoing reviews during their time within the charity
- Ensure training and development opportunities are available for all staff in the charity
- Provide logistical support to enable staff to carry out their duties and delivery across the charity
- Oversee charity projects and funded opportunities to make sure they can deliver on their plans and contingency arrangements are made
- Provide updates and reports to the Board on staff delivery across the charity on a regular basis
- Aim to resolve disputes and challenges with staff and members, and ensure fair treatment is given inline with charity policies and procedures

The People Lead is anticipated to be in the position for a minimum of 1 year, and up to 6 years maximum before a new lead for the position is sought.

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Supporting the LGBTQ+ community across Perth & Kinross

## Marketing & Communications Lead

The role of Marketing Lead is to ensure sufficient advertising and promotional efforts are made of charity activities, events and opportunities. This includes the use of website, social media channels and physical advertising.

- Design and develop promotional branded materials for digital and print use
- Oversee social media channels and campaigns, including incoming and outgoing messages, and content being published on a frequent basis
- Provide updates to the website and ensure communication channels are up to date
- Innovate on our marketing streams to ensure the right messages reach the right audience
- Ensure sufficient use of branding materials and specifications are retained across the charity
- Provide ad-hoc bespoke materials for groups, staff and the board where required
- Provide updates to the board on our marketing reach and achievements on a regular basis

The Marketing & Communications Lead is anticipated to be in the position for a minimum of 1 year, and up to 6 years maximum before a new lead for the position is sought.