

## Guide to posting trustee roles on Volunteer Connect VOLUNTEERING HOUNSLOW

See below for guidance writing a volunteer role description to post on Volunteer Connect.

Volunteer Connect is the database we use to promote volunteer roles in Hounslow. [See here for our FAQs](#) which have step-by-step instructions on using the system.

The Charity Commission's [guidance on trustees is available here](#).

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### ROLE TITLE:

*Trustee of [your organisation]*

**OR**

*Chair / Treasurer / Secretary / other specific trustee (specialist skills / service user / marketing expert etc) of [your organisation]*

### DESCRIPTION:

- Introduction to your charity and its main objectives
- Overview of role (Chair, Treasurer, Secretary, Other etc)
- Time commitment required
- Outline the roles and responsibilities of your trustee. You may wish to mention the six main duties of a trustee, [as detailed by the The Charity Commission](#).

They are:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Ensure you charity is accountable
5. Manage you charity's resources responsibly
6. Act with reasonable care and skill.

### SHORT DESCRIPTION

- This short description will appear when volunteers are searching for roles.
  - Main objective of your charity
  - The type of trustee role
  - Time commitment required.

### ADVERTISING START DATE / ADVERTISING END DATE

*We recommend posting roles for at least a month.*

## CLOSED

*You can tick this box when the position is filled and the role will stop being advertised.*

## CONTACT EMAIL FOR THIS ROLE

*This is the email address which will achieve notifications when a volunteer applies to the role*

## AVAILABLE IN MULTIPLE LOCATIONS

*Please do not tick this box unless the opportunity is available in more than one London borough*

## SKILLS DESCRIPTION

- Specify and skills required completing the trustee role.
- These may include: commitment to the organisation's objectives; ability to commit to the time and effort required; strategic vision; critical thinking; team work
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## BENEFITS FROM THIS ROLE

*What do volunteers gain from being involved in your organisation?*

## SUPPORT

*What support or training is available to trustees?*

## INCLUSIVE VOLUNTEERING – “We Welcome...”

- It is important trustee boards are diverse and many people believe they should include service users or beneficiaries of your organisation. Use this space to mention this, or enter your inclusion statement.
- You may wish to mention the legal restrictions on becoming a trustee. These are detailed by the Charity Commission as:
  - *You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.*
  - *You must be properly appointed following the procedures and any restrictions in the charity's governing document.*
  - *You must not act as a trustee if you are disqualified under the Charities Act, including if you:*
    - *have an unspent conviction for an offence involving dishonesty or deception (such as fraud)*
    - *are bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor*
    - *have been removed as a company director or charity trustee because of wrongdoing*
  - *There are further restrictions for charities that help children or vulnerable people. [More details](#)*