

**Trustees role description**

Voluntary Action Sheffield provides leadership and support to the voluntary and community sector in Sheffield. We focus on community impact, influence decision makers and champion volunteering as a force for positive action. Our vision is for people to work together to make a vital and growing contribution to quality of life in all Sheffield’s communities. Our mission is to support the development of voluntary and community action in a professional way, so it is sustainable & brings about positive social change.

Voluntary Action Sheffield is governed and led by a board of trustees, who are responsible for ensuring that we fulfill our purpose, use our resources to best effect and comply with the law.

Our trustees:

* are the guardians of our values and purpose;
* determine our objectives and strategy;
* support the chief executive and other paid staff to implement our strategy and business plan, and hold them to account for doing so;
* ensure that we at all times comply with our articles of association, charity and company law, and other legal requirements.

Our trustees are expected to comply with the Charity Governance Code:

<https://www.charitygovernancecode.org/en>

Our trustees are also expected to comply with the guidance set out in “The essential trustee”:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s6>

Our trustees serve for three years and may be re-elected for further terms.

One of our trustees is elected by the Board as our Chair, two as Vice-Chairs, and one as Treasurer.

Our Board meets four times a year, and trustees are also asked to join one or more of our committees. Our trustees may also contribute in other ways to our work. We expect our trustees to attend at least 75% of formal meetings.

Our trustees report annually to our annual general meeting of members.

Our trustees are all volunteers, but may claim travel and other reasonable expenses.

You are also welcome to contact our chair Andy Buck via Alison McCrave (a.mccrave@vas.org.uk) or our CEO Maddy Desforges (m.desforges@vas.org.uk)

If you would like to apply to be a trustee, please complete an application form which can be obtained from Alison McCrave (as above).

Applications should be submitted to Alison McCrave (a.mccrave@vas.org.uk) by 5pm on 14 December 2018.

Suitable applicants will be invited to an interview with our chair and one other trustee. Interviews will take place in mid January.