

Wyeside Arts Centre

Role description: Trustee

Role of the board of trustees

The board of trustees (known as the “Council of Management”) has overall control of the charity and is responsible for making sure that Wyeside is carrying out the purposes for which it was set up, and no other purpose. The board must always act in the best interests of Wyeside and must act as a group and not as individuals. Each trustee will be appointed as a director of the Wyeside Arts Centre Ltd, a company limited by guarantee. Trustees must be eligible to hold their position and will be asked to sign the appropriate declaration before appointment.

Duties of a trustee board member

The duties of a trustee are to ensure that Wyeside:

- complies with its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations
- pursues its objects as defined in its governing document
- applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be.

The trustee must have a commitment to the mission of Wyeside, and should:

- act in Wyeside’s best interests, with integrity and strategic vision, and good, independent judgement
- act with reasonable skill and care and with an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- contribute actively to the board of trustees by helping to give a firm strategic direction to Wyeside, helping to set overall policy, defining goals and evaluating performance against agreed targets
- have an ability to work effectively as a member of a team and to take decisions for the good of Wyeside, whilst acting with creative thinking and be willing to speak their mind
- safeguard the good name and values of Wyeside.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Trustees are expected to attend all board meetings. Board meetings are currently usually held four times a year, 5-7.30 pm. These meetings would normally be held at Wyeside but are virtual while Coronavirus restrictions apply. Papers are wherever possible distributed at least a few days in advance of meetings. Trustees may also be asked to join one of the board committees, each of which meets as required, usually four times a year, for approximately two hours, usually during normal office hours, at Wyeside. Informal lunchtime briefing sessions with the CEO of Theatr Mwldan are offered to trustees from time to time as a part of the Theatr Mwldan/Wyeside partnership strategy meetings.

The trustee position is voluntary and unpaid.

For further details on the role of a charity trustee, please see:

[About | Getting on Board | United Kingdom](#)

[The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](#)

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