

THE BASE

Role Description: Member of The Board of Trustees

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Time commitment:	4 Board meetings per year. In addition, Trustees are expected to sit on sub committees as required. Meetings will be in person.
Reporting to:	Board of Trustees

Objectives

The Board is collectively responsible for the growth and sustainability of The Base - in line with the charitable objectives.

Each Trustee is a contributing part of the Board leadership group.

Each individual Trustee has a duty and responsibility for effectively governing the charity and directing how it is managed and run.

The Board must always act in the best interests of The Base, acting as a group and being accountable for their performance.

Trustees will act as an ambassador for The Base.

A Trustee's duties are:

- to contribute actively to the strategic direction of the Charity, and ensure the Charity is carrying out its purposes for public benefit
- to ensure that the Charity pursues its objectives as defined in its governing document and plans
- to ensure compliance with the Charity's governing document and company/charity law, and any other relevant legislation or regulations.
- to ensure responsible management of the Charity's resources and ensure the Charity applies them effectively and exclusively in pursuance of its objectives
- to always act in the Charity's best interests
- to always act with reasonable care and skill
- to ensure the Charity is accountable

The role of a Base Trustee includes:

- ensure the financial stability of the organisation
- protect and manage the property of the organization
- safeguard the reputation and values of the organisation
- represent the organisation at functions and meetings as appropriate

The Base

The Base Greenham Business Park, Communications Road, Thatcham, Berkshire, England, RG19 6HN
Registered Charity 1199188
Registered in England No 11794762

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- take collective responsibility for the actions of the Board and other trustees
- attend meetings and to read papers in advance of meetings, as appropriate
- use any specific personal knowledge or experience to help the Board of Trustees reach sound decisions
- lead sub committees or discussions as requested and provide advice and guidance relevant to the area of the organisation's work in which you have expertise
- participate in other tasks as they arise from time to time, such as staff recruitment, strategy days or presentations to stakeholders
- build strong working relationships with fellow Board members
- with your co-trustees, make balanced and adequately informed decisions and actively support the collective decision
- keep informed about the activities of the organisation and wider issues which affect its work
- declare any conflict of interest while carrying out the duties of a trustee

(Sources: Charity Governance Code, Charity Commission:CC3, NCV0)

Knowledge, Skills and Attributes

- Good analysis and judgement, and sound, timely decision making - used within a collaborative team environment.
- A strong, visible passion and commitment to the Charity, its objectives and purpose
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strategic vision
- A broad awareness of relevant economic, political, technological, legal and social factors that may impact the organisation
- Commercial awareness
- Ability to think creatively and apply entrepreneurial skills when appropriate
- Willingness to debate and discuss, making decision-making more robust and conclusions more satisfactory
- Tact and diplomacy, with the ability to listen and engage effectively
- Integrity
- Rapport building / team player

The Base is managed by the Corn Exchange Trust and aligns with its values. The Base is an equal opportunities employer and we welcome expressions of interest from anyone who identifies with and is excited by this role description.

No previous experience as a trustee or as a member of a Charity Board is required.

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