



35 Exchequer Street, Dublin 2

www.boardmatch.ie

Community & Voluntary Role Spec Template

The Organisation:

[Short piece of information about the organisation]

General Trustee duties of a Charity Trustee

- Comply with the Charity's governing document
- Ensuring charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Act with Reasonable Care and Skill
- Manage the assets of your charity

The Role:

[Organisation name] are seeking a trustee with a background in the Social Sector. The Board are particularly interested in individuals with recent and relevant experience in/or knowledge of community-based organisations.

Responsibilities will include the following:

- Providing input to the strategic direction of the organisation and contributing with insight, oversight and experience of strategy formulation in the social sector.
- Policy formation and implementation as required

Optional:

Essential Skills/Qualities required for these roles:

- A deep appreciation and knowledge of the Community & Voluntary sector
- At least 2 years' experience operating at a senior level
- An understanding of and commitment to our mission and values
- Commitment to highest levels of corporate governance

Board Meetings:

There will be [number] board meetings and [number] sub-committee meetings a year. Meetings are held in [venue, area].

Registered Charity: RCN20058968

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