



35 Exchequer Street, Dublin 2

www.boardmatch.ie

General Charity Trustee Role Spec Template

The Organisation:

[Short piece of information about the organisation]

The Role:

Organisation name are seeking to recruit a trustee with a background in [insert expertise/skill]. The Board are particularly interested in individuals with recent and relevant experience in [insert expertise/skill] and/or knowledge of [insert expertise/skill].

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

Responsibilities will include the following:

- Providing input to the strategic direction of the Not-For-Profit and contributing with insight, oversight, and experience of strategy formulation in the sector.
- Policy formation and implementation as required

Essential Skills/Qualities required for these roles:

- A deep appreciation and knowledge of the Not-For-Profit sector
- 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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