



Trustee Roles Description

Role Summary

The role of a Bike for Good Trustee should be challenging and fun, and all that is required is to have a belief in our vision:

“An environment where everyone benefits from cycling” whether you ride a bike or not!

We need trustees to spread their desire for a better world in a fun and positive way.

The administration part of the role of charity trustees is to oversee the Governance of the charity which you will receive full support for. You would be responsible for the general control and management of the charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. We'll help you with that.

All expenses are paid for and for a time commitment from about 10 hours per month you will receive support, new skills, new friends and a new purpose.

1. Required skills:

None.

We need a set of diverse candidates, some with board experience, some not; some with social enterprise experience, some not; some cycle, some don't.

We want candidates with environmental values and who share our vision. However, we are also keen to meet people who have experience in:

- Business Development
- Social Enterprise
- Fundraising
- Marketing & Communications
- Social Impact
- Volunteer Support
- Sales

2. Main Responsibilities of the Trustee

Charity trustees are part of the governing body of the charity. Being a charity trustee gives you an opportunity to use your skills, experience and knowledge for the benefit of charity and can also offer you ways to develop new skills.

The duties and responsibilities of charity trustees can be summarised into 3 key areas:

Ensuring compliance

Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of OSCR as regulator;
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence

Trustees must:

- Ensure that the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Duty of care

Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

2. Expenses

Trustees cannot receive a direct or indirect benefit from a charity unless authorised by the charity's governing document, legislation or OSCR. The key principle behind trusteeship is that it is an unpaid role for the benefit of the charity and society at large. However, trustees are entitled to claim expenses associated with their role as trustees such as travel expenses associated with trustee business.

3. Time Commitment

- The Board meets 6 times a year, usually in Glasgow, 2 hours meeting on Wednesday at 6 pm followed by social time (drinks or food outing, or a ride)
- From time to time, the trustees should be available to attend and represent the charity at events, meetings in the day and evening times.
- You may also be asked to attend a subgroup: H&S, strategy, finances, or any other relevant subgroup
- There may be occasional half-day meeting for strategy.
- Your time commitment should be between 8 to 12 hrs per month.