

Trustee role - background and responsibilities

Who we are

Founded in 1959, Tibet Relief Fund is a well-established and progressive charity that works to empower Tibetans to build sustainable communities and better futures through education and innovative practical grassroots initiatives. We work closely with a number of partner organisations mainly in India and Nepal, as well as managing a sponsorship programme.

Mission

Tibet Relief Fund works to empower Tibetans to build sustainable communities and better futures through education and innovative, practical, grassroots initiatives.

Vision

A world where Tibetans can live and work with equality and security and celebrate their rich culture and traditions.

Our values

Empowerment – we will act with autonomy and self-determination and instil this in others at every turn

Respect – we will have due regard for the feelings, wishes and rights of others and be thoughtful and considerate

Openness – we will be transparent and honest without fail

Efficiency – we will do things well, successfully and without waste

Ambition – we will be persistent and pervasive and keep striving to achieve for our beneficiaries

Impact – we will make a difference that is positive and long-lasting

How we work

The trustees delegate the day to day running of the charity to a Chief Executive Officer who is responsible for all aspects of the charity and its work. The CEO reports to the board at quarterly meetings and seeks advice and support from trustees when applicable. We currently have a staff of 10 that includes a Director of Fundraising, Programmes Manager and Accounts Manager.

The role

As a trustee you will:

- ensure the charity complies with charity law, with the requirements of the Charity Commission as our regulator and does not breach any requirements or rules set out in our governing documents;
- assist with providing strategic oversight and advice for the overall operations of the charity;

- contribute specific professional skills and expertise as required;
- have excellent communication skills, and the ability to act as an ambassador for the charity with people from all backgrounds;
- be an articulate and enthusiastic exponent of our work;
- be willing to engage in profile raising at public events organised by or for the charity;
- to use your networks and contacts to further the charity through fostering engagement, raising funds and raising awareness;
- assist the charity in securing a sustainable and diverse funding base for the organisation;
- attend quarterly board meetings and make best effort to attend events hosted by the charity;
- on occasion, attend *ad hoc* meetings out-of-hours (evenings and weekends)
- be committed to diversity and inclusion and wellbeing.

Desirable skills/experience (*not all of these need to be in place*):

Sector

- Experience in or of the charitable or not-for-profit sector through working or volunteering in the sector, or being a trustee
- Management experience in the public, private or voluntary sector
- Experience of working in small charities

Other

- Strong network - ideally relevant to our work
- Experience of, or interest in, the work we do or the people we work with.

Statement on diversity

Tibet Relief Fund is committed to valuing diversity and to equality of opportunity for employment, career and personal development. We believe that people from different backgrounds bring perspectives and skills that create fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient. We know that the more inclusive we are, the better our work will be.

Remuneration

This position is voluntary with no remuneration. Reasonable travel and other out of pocket expenses incurred whilst carrying out this role will be covered.

Location

Currently remote working. Physical meetings, when possible, will be held in our office in Camden Town.

Time commitment

Board meetings are generally held four times a year. On top of the quarterly board meetings there will be some additional *ad hoc* meetings and communication with the CEO. On occasion you will also be asked to help or advise on matters relating to your areas of expertise.

Term is three years and may be extended by a further three years; a trustee cannot sit for more than two consecutive terms.