



Red Balloon Educational Trust

Trustee Role Description

Our trustees play a vital role in making sure that Red Balloon Educational Trust (RBET) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that RBET has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable RBET to grow and thrive, and through this, achieve our mission to provide tailored education, wellbeing and social integration to young people unable to attend mainstream school.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

1. Duties as a Trustee:

- Support and provide advice on RBET's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee RBET's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve RBET's financial statements.
- Keep abreast of changes in RBET's operating environment.
- Contribute to regular reviews of RBET's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect RBET's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of RBET's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
- Commitment to Red Balloon's objects, aims and values and willingness to devote time to carry out responsibilities;
- Provide knowledge and direction in areas of specialism regarding named trustee roles

As a small-medium charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

2. What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

a. Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values of wellbeing, education, social integration and the student voice.

3. Terms of appointment

Terms of office

- Trustees are appointed for a three-year term of office, renewal for one further terms to a maximum of six years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending six Board meetings annually. Currently meetings are held in person in Cambridge.
- All Trustees are expected to complete annual PREVENT and basic child safeguarding training.