

JOB DESCRIPTION

Job Title: Trustee

Location: Variable

Time commitment: Variable

Responsible to: Our Seas Our Future Charitable Trust Board

Functional relationships with: OSOF Trustees, Coordinators and Volunteers

Resources: Trustees/Volunteers

Diversity Policy: OSOF regard Diversity & Inclusion as essential to successfully and sustainably achieving our goals.

Role type: Volunteer/Leadership

Time requirements: Variable ongoing (2 hours per week)

Purpose Statement: To assist in the strategic development of the OSOF Charitable Trust, including (but not limited to) overseeing policy development, helping set campaign and advocacy direction and ensuring services offered are compatible with the mission and objectives of OSOF Charitable Trust, and that these are responsive and relevant to the needs of the wider community.

PERSON SPECIFICATION

Experience: OSOF Charitable Trust is seeking professional candidates with a range of experience. In particular we seek expertise in the following areas: Business Management, Accounting, Law, Education, Science and Policy, Conservation, Advocacy, Communications and Marketing, Fundraising and Iwi relations.

Expectations:

- Be committed to the mission and objectives of OSOF Charitable Trust
- Represent OSOF Charitable Trust in a manner consistent with its mission, objectives, and policies.
- Regularly assess Trust activities and seek feedback on the Organisation's and Board's performance.
- Proactively engage in group decision-making and help develop an inclusive sense of shared purpose. Decision-making will be by consensus wherever possible.

Key Accountabilities:

1. To attend and participate fully and openly in Quarterly Board meetings including the Annual General Meeting. More regular attendance and steering of any sub-committee roles, as required.
2. To prepare for Board meetings by reading the minutes, agenda and other relevant papers circulated before a Board meeting.
3. To raise ideas and concerns, and suggest priorities consistent with the vision, definition and mission of OSOF Charitable Trust
4. To ensure all the organisation's objectives are being addressed.
5. To take an active interest in OSOF Charitable Trust through participation in events, workshops and subcommittees.
6. To be aware of and understand the policies of OSOF Charitable Trust.
7. To understand, respect and support the Chairperson, Treasurer, Secretary, and volunteers of OSOF Charitable Trust.
8. To respect, provide support and regular feedback for new and existing members of the Board of OSOF Charitable Trust.
9. To make areas of interest and expertise known to other Board members and staff.
10. To declare and actively manage any potential or perceived conflicts of interest.