CLASP Trustees
Role Description and Competencies

<u>Note</u> – All Trustees must either be or become Individual Members of CLASP upon appointment. The posts are unrenumerated.

<u>Role description</u>

- To regularly attend General Meetings of the Northamptonshire based Charity and meetings of its Trustees. There is normally one General Meeting annually and five Trustee meetings, the venue is Nether Heyford in the west of the county.
- To ensure that the Charity adheres to the Law.
- To maintain an overview of the functioning of the Charity to ensure that the requirements of the CLASP Constitution, Trustees Rules and policies are maintained.
- To support the Chair and colleagues in ensuring that the CLASP Strategic Document maitains its relevance and that it is seen as the baseline to take the Charity forward.
- To guide fellow Trustees on specific issues for which you have been identified as holding competencies in [Listed below].

<u>Competencies</u>

- Can display a record of high integrity.
- Ideally has previous experience of committee work, possibly in the charitable sector.
- Has a record of proactivity that includes being able to 'look over the horizon'.
- Preferably, but not essentially, displays an interest in matters historical including archaeological.
- Displays the ability to assimilate and understand information from documentary and other sources.
- Competent in the preparation of relevant written reports and analysis

<u>Additional Competencies for Specific Trustees</u>

<u>Charity management</u>

- Experience of working for a Charity, with a good understanding of regulations, law and governance relating to Charities.

<u>Legal</u>

- Has legal qualification, preferably including experience in charity law.
- Is available to provide legal guidance and support to the Charity.

<u>Fundraising</u>

- Has experience of successful charitable fundraising.
- Is prepared to lead on fundraising for the Charity.

<u>Human Resources</u>

- Has experience of human relations including motivation, recruitment and retention.
- Has the ability to support training and ensure that it is properly delivered.

Information Technology and other Technology

- Has experience in cost effective information technology strategy
- Knowledge of technology that can project the results of CLASP's work to a wider audience.
- Possibly has experience with geophysical technology and its use.