

Active Norfolk Foundation Trustee Role Description

Role title	Trustee
Responsible for	n/a
Responsible to	Active Norfolk Foundation Chair
Remuneration	Voluntary role
Review history	July 2024 (KT)

Role Purpose –

The Active Norfolk Foundation will be a new Charity (starting in early 2025) that has a vision to find new ways and funds to help the people of Norfolk become more active. The charity will focus its efforts on those that are affected most by inequalities and will work closely with the separate Active Norfolk active partnership and other local organisations to achieve its goals.

Each trustee will work to provide the charity with the independence of thought, forward thinking, challenge and action in line with the agreed vision of the charity and the furtherance of its aims. They will also work closely with relevant Active Norfolk staff to help develop the charity and ensure it is supported and directed to the best activities to deliver the agreed plans and actions.

The role will play a part also in ensuring that the charity meets all its obligations to the charity commission.

As this is a new role and a new charity there will be much to learn along the way so it is vital that trustees can be flexible in their approach, willing to challenge, plan, adapt and learn.

Duties relating to the Charity

Trustees will support the Charity Board and relevant officers in the following ways:

- Provide direction for the charity in the early stages of its development
- Assist with the review and ongoing development of the strategy and plans of the charity.
- Support and advocate the work of the Active Norfolk Foundation
- Promote the cause of physical activity across their relevant connections, as well as the work of the Active Norfolk Foundation
- Seek to highlight and broker relevant community and partner connections to further beneficial areas of funding and opportunities

- Where possible assist with identifying new potential grant and funding streams.
- Support and advise on funding bids as they progress.
- Uphold the credibility, integrity and profile of the Active Norfolk Foundation in all activities
- Offer support and challenge to the strategic direction and operations of the Active Norfolk Foundation
- Draw on experiences, interests and skills to inform discussions and decisions taken by the Active Norfolk Foundation
- Support the Board of Trustees to ensure that all obligations of the Active Norfolk Foundation to the Charity Commission are discharged.

Term of Office / Time Commitment

- Trustees are appointed (as per the constitution) for a term of three years, and are eligible to stand again for two subsequent three year terms if approved
- Trustees may be asked to represent the Active Norfolk Foundation at county, regional and national events, as appropriate and convenient
- Attendance is expected at each quarterly Board meeting, and a minimum of 3 out of the 4 meetings per year
- Generally around 1-2 days per quarter
- Flexibility, in terms of hours during the day

Person specification		
Qualifications:	Essential (✓)	Desirable (✓)
Only relating to specific roles		
Knowledge/Experience	Essential (✓)	Desirable (✓)
Experience on Boards or senior level committees		✓ ✓
Experience of accessing and applying for grants and other funding streams		
Experience or understanding of working and consulting with people with lived experience of inequalities		✓ ✓
Understanding of the benefits of physical activity on wider populations		✓

Experience of working with or in VCSE organisations		✓
Partnership working		
Aptitudes/Behaviours	Essential (✓)	Desirable (✓)
High level of personal integrity and professionalism, maintaining high standard in public life.	✓	
Good communication and presentation skills	✓	
Creative thinking and problem solving	✓	
Desire to make a difference	✓	
Willingness to question and learn	✓	
Confidence to challenge senior management and personnel as required	✓	
Desire to reduce inequalities	✓	
Strong advocacy skills	✓	
Willingness to 'call out' inappropriate behaviours or beliefs	✓	