



The Literary Institute Cultural Community Hub CIO
Reg Charity No: 1193897

Trustee Role Description

About @ the Lit

'@ the Lit' became a registered charity in March 2021, opening the doors of the ground floor of the Literary Institute in Egham in May 2021. The aim of the charity is to maintain the building as an accessible community space that enables others to deliver activities that benefit those living and working in Egham and the surrounding areas. Since opening in May 2021, we've hosted a number of craft fairs, games clubs, a comedy night, parties, exhibitions, conferences, meetings, dance classes, filming, and music performances, and are also the regular home to a number of local 'resident' organisations and groups. Our vision is a vibrant community hub that brings people together through cultural experiences that support our societal wellbeing.

As we are reaching the end of a successful first year, we are looking for new trustees to join the board to help take us forward in the next step of our exciting journey. Find out more about us here: www.AtTheLit.org.

For an informal conversation, please email Brian Perry on info@atthelit.org.

We will be accepting applications (as CV and covering letter) and holding informal interviews on an ongoing basis.

Introduction

The duties of a trustee are to:

- ensure that @the Lit complies with its governing document (Constitution), charity law, and any other relevant legislation or regulations.
- ensure that @the Lit pursues its charitable objects as defined in its governing document.
- ensure @the Lit applies its resources in pursuance of its charitable objects as defined in its Constitution
- contribute actively to the Boards' role in giving firm strategic direction to @the Lit, setting strategic direction, its annual business plan and ensuring that the organisation is structured and resourced to deliver that strategy
- uphold the highest standards of integrity and probity and safeguard the good name and values of @the Lit
- ensure the financial stability of @the Lit
- protect and manage the assets of @the Lit and to ensure proper investment of @the Lit funds

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

Person Specifications

Each trustee must have:

- a commitment to @ the Lit
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- good, independent judgement

- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of @the Lit

The Board of Trustees collectively needs skills and experience in:

- financial management including income generation, investment management, and commercial business development.
- trading subsidiaries and social enterprise
- strategic planning
- strategic risk management
- accounting/audit
- legal awareness including governance
- board and committee experience
- digital leadership
- local government, social care, health, housing and other related sectors
- human resources including safeguarding
- health & safety