



Trustee Role Description

Travelling Light is a theatre company and children's charity based in Bristol. Our mission is to create outstanding theatre for and with young people that inspires their thinking, engages their emotions and fires their imaginations. We believe that all children and young people are entitled to creativity, imagination and great stories. Our programme includes world class touring theatre for young audiences and a wide range of participatory projects in our community of Barton Hill and across Bristol. www.travellinglighttheatre.org.uk

Benefits of joining a board:

Opportunity to boost your career, developing new skills and experience to boost your CV. At Travelling Light we offer training and development opportunities to our board in areas such as governance and charity finances.

Challenge of trying a new opportunity, meeting new people and stretching your skills.

Giving back to a community through volunteering. Being a trustee is a great way to dedicate time, skills and energy to a cause that you think is important. If you believe in children and young people's entitlement to great theatre and creative experiences, and/or you want to contribute to a local charity then the Travelling Light board could be for you.

At Travelling Light we offer all our trustees the opportunity to experience our work first hand through volunteering at events and watching performances.

Key statutory duties of trustees:

Travelling Light is a registered Charity and a Company Limited by Guarantee. This means that Board Members are both Directors and Trustees and must follow the legal and financial requirements laid down by the Charity Commission and Companies House.

Trustees are required to:

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects (main purpose of the charity) as defined in its governing document.
- Ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Contribute actively to the Board of Trustees' role to work with the CEOs on developing strategy, policies and business plan.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Appoint senior members of staff and monitor their performance.

The commitment needed

All Trustees are expected to:

- Understand and show commitment to Travelling Light's mission, aims and values.
- Attend four Board Meetings per year plus the Annual General Meeting (AGM). Attendance at Company and Board away days and Board training sessions may also be required. Time commitment can vary depending on circumstance (for example may be more during business planning periods or if recruiting a senior leader). Additional Extraordinary Board Meetings may be called in exceptional circumstances.
- Review all Board papers in advance of meetings, and use any relevant skills, knowledge or experience to inform decision making and actively participate in meetings.
- Attend company events, this may include professional theatre productions, youth theatre performances and community events.
- Act as an advocate for the company at all times, including supporting fundraising initiatives and marketing campaigns.
- Maintain the confidentiality of all company business.
- Participate in reviewing the work of the Board and monitoring its effectiveness.