

Oxford Bridge Club CIO

Job description and person specification: Directly elected trustees (DETs)

This note covers the role of the directly elected trustees (who would be 'non-executives' in other organisations), i.e. the trustees who have no official role which would require them to be trustees. The main role of directly elected trustees is to ensure that officers of the club operate in the best interests of the club and its members, both in day to day actions and in the club's overall strategy.

Main responsibilities

- The prime responsibility, on behalf of all the club's members, is to ensure that all the officers of the club behave responsibly and in the best interests of the club and its members. DETs should be prepared to ask awkward questions where necessary.
- Like all trustees, they should be familiar with relevant Charity Commission guidance and should flag up when proposed actions might breach that guidance.
- They should be alert to what is happening in the club and raise issues when needed.
- They should take an active part in meetings of trustees and help the best decisions to be reached.
- They should be members of at least one of the club's committees, and exercise the same role on the committee as they do on the board of trustees. They may also have specific 'hands-on' responsibilities within a committee.
- Many DETs will go on to become officers of the club in a role that suits them – this is desirable but not mandatory. Some may also be asked to cover an officer role temporarily (e.g. to cover illness).
- DETs may be asked to serve, or take the lead, in new projects that do not fit in any single officer's remit. Examples from the past include the refurbishment project and the review of the club's constitution and governance.

Desirable experience and qualities

- Some experience of a management role in an organisation is desirable
- Must have the confidence and initiative to challenge the status quo and contribute ideas, and the tact to work well with other board members
- Must be a member of the club
- Must be both patient and determined, able to understand issues at the club and articulate any concerns they have
- Must preserve confidentiality, especially about trustee discussions
- Must be able to devote the time to attend meetings regularly and prepare properly for them

Main working relationships

Mainly with the other trustees and with members of committees.

Time commitment

The predictable work of attending and preparing for trustee meetings is about one day a quarter, but special projects may add to this. The minimum routine work as a member of a committee, with no specific responsibilities, would also be about one day a quarter.