

# Manchester Lit & Phil

## **Trustee - Council Member**

If you share our love for stimulating discussions and encouraging others to broaden their horizons, you'll love being a part of our team.

We're looking for enthusiastic individuals like yourself to help support and guide the new, forward-looking plans of our established charity.

Join our Council and we'll encourage you to channel your own perspective to help steer the direction of the society towards new frontiers.

### **Role overview**

Council members are responsible for the management of the Lit & Phil's affairs.

We meet a few times per year to discuss the performance and proceedings of the Society as well as what could be improved.

Together, we'll produce an annual report to our members and, where appropriate, to our regulators the Charity Commission and Companies House.

### **Duties and responsibilities**

- Be diligent and sensible in the administration of Trustee duties.
- Keep within our charitable objectives and powers.
- Maintain confidentiality and exercise proper discretion at all times in regard to the affairs of the Lit & Phil.
- Observe all policies/procedures agreed by Council, that cover day to day and strategic matters.
- Actively participate in promoting the work and aims of the Lit & Phil to the wider community.
- Provide the necessary information to comply with the requirements of regulatory and other statutory bodies.
- Comply with the Charity's code of conduct, conflict of interest policy and professional standards by behaving in a professional manner at all times and promoting the charity's policies including Equality and Diversity.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Council members reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives and evaluating or offering advice on other areas in which the trustee has particular expertise.

### **Qualities and experience required**

- A clear commitment to and understanding of the mission of the Lit & Phil, with the passion and energy needed to help realise it.
- A willingness to meet the minimum time commitment (see below).
- Commitment to acting in the charity's best interest.
- Awareness of the Society's long-term strategic vision.
- Ability to use your own independent thinking and judgement.

- A willingness to speak your mind, to ask questions and think creatively to provide alternative courses of action.
- An ability to work effectively as a member of a team with a sense of shared purpose and collective responsibility, and an ability to make decisions for the good of the Society.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (support with this will be provided).

## Requirements

- You must be at least over 18 years of age and be eligible.  
(see <https://www.gov.uk/guidance/trustee-board-people-and-skills> for further information)

## Training

- One-off session to give further information on the responsibilities of the role.

## Time commitment (from 20<sup>th</sup> September 2022)

Trustees are expected to attend:

- Four Council meetings a year (each of 2 hours' duration) either in person or online;  
Plus
- One AGM a year, usually in September (1-hour duration).

Trustees are expected to keep up to date with the business of Council and key documents and to contribute to email discussions.

Trustees may be invited to participate in an induction session, staff and volunteer events and external gatherings.

## Length of role

Term of office is 2 years

## Equipment

You will need:

- A mobile phone.
- Laptop/PC/mobile device to attend online meetings.

## Benefits

- This is an unpaid role.
- Reasonable expenses reimbursed.

## References

- References will be requested

To register your interest or if you have any questions, please contact:

Aude Nguyen Duc, Operations & Volunteers Manager: [aude.nguyen.duc@manlitphil.ac.uk](mailto:aude.nguyen.duc@manlitphil.ac.uk)

**Thank you for your interest in this role and we hope to hear from you soon!**

**The Manchester Lit & Phil**

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