

Convenor of Trustees

This is a “hat” held by a trustee for a portion of their term. The Convenor of Trustees is appointed by trustees and must be named to YFGM, and has some specific responsibilities detailed here in addition to general trustee responsibilities.

Purpose

To ensure the smooth functioning of trustees

Duties

- Convening trustee meetings.
- Ensuring that trustees and clerks are sent papers for trustee meetings in a timely manner.
- Ensuring that trustee responsibilities are being taken care of and split amongst trustees appropriately.
- Acting as the last port of call on all questions regarding the legalities of running YFGMs.
- Ensuring that you or another trustee attends Switchboard meetings.

What you could gain

- A very thorough understanding of the organisation behind YFGM, including legal matters and the work of all trustees.
- An opportunity to develop and demonstrate strong organisational skills.

Skills Required

- The ability to work well with a group you are facilitating.

Time Commitment

As for Trustee, potentially with a little more ongoing work between meetings to (maybe) attend Switchboard and to organise/prepare for trustee meetings but this should be counterbalanced by passing more of the other trustee work to others.

Other Requirements

You are a trustee, and thus will still have valid safeguarding and data protection declarations and still must not be disqualified from acting as a charity trustee.