



# **OXFORD BLACKBIRD LEYS**

## **Amateur Boxing Club**

### **Trustees: Role Description**

Document Date: July 2020

**Role Name:** Trustee  
**Responsible to:** Chairman and Board of Trustees  
**Status:** Voluntary

#### **1. Main Purpose**

Jointly with fellow Trustees, to be collectively responsible for the overall governance and strategic direction of the charity, and for developing the charity's aims, objectives and goals in accordance with governing documents and legal and regulatory guidelines.

#### **2. Key relationships**

- Chairman and board of Trustees
- Management Group
- Capital Project Groups

#### **3. Key responsibilities**

- To promote, support and develop the charity, especially through the process of its establishment and the creation of a new home
- To work with fellow Trustees to oversee and support the work of the Management and Capital Project Groups.
- Work with the board to ensure excellent outcomes and maximum benefits for the boxing club and its members
- To ensure that the charity, its members and volunteers operate according to best practice, and legal and regulatory frameworks.
- To bring personal and professional skills, networks, and relationships to support the club and those on the Management and Capital Project Groups
- Represent the Charity in public, to help promote its reputation, impact, and sustainability, both during the capital project period and longer-term
- Ensure the effective and efficient management of the charity and its resources
- Act in the best interests of the charity and beneficiaries at all times

#### **4. Key skills and experience of trustees**

##### (i) Experience

- Experience of management and leadership roles, including the supervision of managers or those in equivalent roles.
- Experience of charity governance, especially finance, planning and administration.
- Successful leadership of, or participation in, organisational change and development
- Knowledge of the sector and its role in the public domain

##### (ii) Knowledge and skills

- Ability to bring people together and work creatively to develop solutions and opportunities.
- Ability to lead and support others through organisation change and development
- Good understanding of charity governance issues
- Good understanding of digital tools and common software

##### (iii) Personal attributes

- Commitment and enthusiasm for the powerful role that boxing can play in lives, and a willingness to be a public advocate and supporter of the club.
- Tact, confidentiality, and discretion
- Ability to give and accept support
- Willingness to live the values and commitment of club membership, and be a role model for members and colleagues in doing so.
- Energy and ability to enthuse

#### **5. Terms of appointment**

- Trustees are appointed for three years, subject to a trial period of 6 months, with the possibility of a second three-year term.
- The role is home-based but will involve being present in/around Blackbird Leys, and the Oxford city/Oxfordshire area., especially for trustee meetings.
- Occasional travel within Oxfordshire or further afield may also be necessary.
- As a minimum, attendance is required at three Board of Trustee meetings each year.
- The role is voluntary and unpaid.

**Blackbird Leys Boxing Club operates according to the safeguarding and well-being policies of Boxing England, and we carry out Criminal Records Checks. All trustee appointments are subject to this check.**

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