



Trustee Role Description

2024

The role

Book Aid International's Board of Trustees holds ultimate responsibility for setting the strategic aims, objectives, and direction of the Charity. The skills, experience, and qualities our Trustees bring are vital in supporting Book Aid International in achieving its charitable objectives.

An opportunity has arisen for a trustee to join the Board with significant publishing expertise.

Key accountabilities

- Set and maintain the vision, mission, and beliefs of the Charity
- Determine the strategic aims, objectives, and direction of the Charity
- Ensure the Charity complies with charity law requirements and other laws that apply to the Charity
- Ensure the Charity's resources are responsibly managed
- Act in, and further, the Charity's best interests.

Requirements

- Actively participate in all Board meetings
- Contribute to the effective performance of the Board
- Actively participate in other Trustee meetings as they arise
- Support the Senior Management Team in managing the Charity
- Commit and contribute time to the Board and Management and other committees where applicable
- Act as an ambassador for the Charity and represent the interests of all stakeholders.

Experience

- Significant children's, education, academic and / or consumer publishing industry experience
- Experience working in a charity and of charity governance.

Term and Appointment

Trustees are appointed for a three-year term, with an option to serve two further three-year terms by agreement of the Board of Trustees.

A Trustee shall automatically be admitted as a Member of the Charity on being appointed as a Trustee and cease Membership on ceasing to be a Trustee.

Time commitment

Trustees attend four Board meetings annually. Meetings are usually held in offices in London.

Trustees may be required to attend other meetings and events i.e. strategy planning meetings, committee meetings and fundraising events. Dates for all meetings are set well in advance to enable Trustees to schedule their attendance. A number of meetings are held remotely, and hybrid attendance for some committees is generally accepted.

Remuneration

Our Trustees kindly volunteer their time and are not remunerated. Expenses incurred are reimbursable.