

**Hertfordshire Equality Council**  
c/o Hertfordshire County Council,  
Mundells,  
Welwyn Garden City,  
Hertfordshire AL7 1FT

Tel: 01438 843509



### **HEC Transitional Trustee Role Description**

**Role Title:** HEC Trustee (Transitional)

**Term of Office:** Trustees selected by the Interim Board to serve until the first AGM where Trustees will stand for election and will be voted in by the membership. No Trustee will serve for a period exceeding three years.

**Accountable To:** The Chair

#### **Responsibilities:**

- To serve as a Trustee of HEC and attend meetings of the board, meetings with key stakeholders and the AGM (minimum 5 per annum)
- To comply with statutory duties of a trustee
- To represent and promote the work of HEC to their own and other organisations, potential partners and funders, local and regional Government, and the general public as appropriate.
- To use any specific skills, knowledge, expertise or experience to assist the HEC Board in achieving sound decisions. This will require:
  - The development and execution of, with support from other Trustees and HEC manager, HEC's action plan
  - Reading and scrutinising Board documents and papers leading or participating in discussions, focusing on key issues,
  - Providing advice and guidance (based on individual specific expertise) on new initiatives or other issues.

#### **Other duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key equality issues
- Providing guidance on new initiatives
- Provide expert advice in his/her related field
- Act as a champion for equality issues
- Undertake, when asked, media briefings

- Comply with the Nolan Principles (see below)

### **The Seven Principles of Public Life (Nolan Principles)**

1. **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

7. **Leadership:** Holders of public office should promote and support these principles by leadership and example.