

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

Tel: 01438 843509



### **HEC Transitional Trustee Person Specification**

To serve as a Trustee for HEC, an individual needs to demonstrate the following;

- A commitment to HEC's vision and mission and objectives
- Knowledge and understanding of equality issues particularly in Hertfordshire and a willingness to act as an equality champion
- Particular skills and experience and sound business acumen that will support HEC's development
- Good communication, interpersonal, leadership and team working skills
- Ability to influence and to compromise
- Ability to ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Able to attend board meetings (minimum of 5 per year).
- Able to ensure that the organisation pursues its objectives as defined in its governing document.
- Able to ensure the organisation uses its resources exclusively in pursuance of its charitable objects, its memorandum and articles
- Able to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Able to safeguard the good name and values of HEC
- Able to ensure the effective and efficient administration of HEC, particularly during the start up phase of the organisation.
- Able to ensure the financial stability of the organisation.
- Able to protect and manage the assets of HEC and to ensure the proper investment of the funds.