

# FROZEN LIGHT

## Trustee of Frozen Light – Legal/secretary member

Frozen Light is seeking Trustees who are passionate about making the arts more accessible to people with Profound and Multiple Learning Disabilities (PMLD). We are looking for people who will be excellent advocates of Frozen Light but also of our audience and their needs. You don't necessarily need board experience but need to show a willingness to learn about our work and a passion for theatre. We are looking for enthusiastic and active board members who feel truly invested in Frozen Light.

**We are looking for someone with legal experience who can also act as a secretary for the board. This person will support the chair by ensuring the board functions smoothly.**

The duties of a trustee are as follows:

- Ensure we pursue our stated objects as defined in the governing document, by developing and agreeing a long-term strategy
- Ensure we comply with our governing document, charity law, company law and any other relevant legislation or regulations
- Ensure we apply our resources in pursuit of the charitable objects for the benefit of the public
- Ensure we define appropriate goals for the charity and evaluate our performance of them against agreed targets
- Safeguard the good name and values of Frozen Light
- Ensure the effective and efficient administration of Frozen Light, including having appropriate policies and procedures in place
- Ensure the financial stability of the organization
- Willingness to be a passionate and enthusiastic advocate of Frozen Light

In addition to the above 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 leading discussions, focusing on key issues, scrutinising board papers, providing advice and guidance on new initiatives, or other issues the trustee has special experience and passions.

## **Person specification**

### **Essential**

- A commitment to the organisation
- A willingness to devote the necessary time and effort

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- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

## **Desirable**

- Experience of the charitable sector
- Knowledge or experience of the arts

## **Legal/secretary specific -**

In addition to the general responsibilities of a trustee, duties of the legal/secretary member include the following:

- Legal support with constitutional document
- Overseeing charity safeguarding documents (Vulnerable children's and adults' policies etc.)

## **Person specification**

In addition to the person specification for a trustee, the legal/secretary member should have the following qualities.

## **Essential**

- Organisational ability
- Knowledge or experience of business and committee procedures
- Legal knowledge around compliance (company law, charity law etc)

## **Desirable**

- Legal knowledge on employment and contractual law
- A legal qualification
- HR Experience