



Trustee Responsibilities and Person Specification

London's writer development agency Spread the Word is looking for three new Trustees.

Spread the Word is here to help London's writers make their mark – on the page, the screen and in the world. We do this by kick starting the careers of London's best new writers, and energetically campaigning to ensure that publishing truly reflects the diversity of the city. We support the creative and professional development of writing talent, by engaging those already interested in literature and those who will be, and by advocating on behalf of both.

We're specifically looking for Trustees with skills in legal, financial and HR – but of equal importance is finding people who share our ambition to support writers from diverse and underprivileged backgrounds to ensure that Londoners get to read, hear and see stories that are truly reflective of our capital city.

If you think you would enjoy the challenge of helping us deliver this work and share our commitment to writers and writing, then we want to hear from you.

Trustee Responsibilities:

- Agreeing and monitoring Spread the Word's strategic direction and plans and ensure that it pursues its charitable objectives;
- Ensuring that Spread the Word functions within the legal, charitable and financial requirements of a charitable organisation and strives to achieve best practice;
- Actively contributing in giving firm strategic direction to Spread the Word, helping to set overall policy, defining goal and targets, and evaluating performance against them;
- Ensuring the financial stability of the organisation and the proper investment of funds;
- Appointing Spread the Word's Director and monitoring their performance;
- Using specific skills, knowledge and experience to help the Board of Trustees reach sound decisions (including scrutinising proposals, leading and initiating discussions, providing advice or guidance on new initiatives);
- Regularly attending board and sub-committee meetings as required;
- Promoting Spread the Word, its reputation, influence and public profile;
- Supporting the Director and team in taking the organisation forward;

- Engaging with Board development activities and Trustee training events.

Person Specification:

- A commitment to the aims and objectives of Spread the Word;
- A willingness and freedom to devote time and effort to the aims of Spread the Word;
- Clear strategic thinking;
- Good, independent judgement;
- An ability to think creatively;
- An understanding and acceptance of legal duties, responsibilities, and liabilities of Trusteeship;
- An ability to work effectively as a member of a team while contributing an independent perspective;
- The specific skills required by the organisation: HR, Legal or Financial;
- An enthusiasm for literature in all its forms, writers and writing.

Eligibility:

You must not act as a Trustee if you are disqualified under the Charities Act, including if you:

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud);
- Are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor;
- Have been removed as a company director or charity Trustee because of wrongdoing.

Terms of Appointment:

Trustees are appointed to a 3-year term of office, and there is the possibility of serving for a further 3-year term after which you must stand down. You will be asked to attend four Board meetings a year, with the potential for further sub-committee meetings and training and ambassadorial events as appropriate.

Spread the Word is committed to supporting its Trustees and provides a thorough induction to the organisation and the role. You will be expected to attend training events as part of your induction.

Whilst the role is unpaid, travel to meetings and other reasonable expenses are payable.

Express your interest:

Please send a CV and a short covering note explaining why you'd like to become a Trustee, including what skills and expertise you would bring to the Spread the Word to **Rishi Dastidar (Chair of Board) at: [betarish at gmail dot com](mailto:betarish@gmail.com), by Friday 6 April 2018.**