

Trustee Role Description and Person Profile

September 2026

Background

Incorporated in 2008 as a registered charity (1126811), Huntingdonshire Volunteer Centre (HVC) provides affordable, accessible and reliable door-to-door community car transport for residents of Huntingdonshire in St Neots, St Ives, Huntingdon, Ramsey and surrounding villages, who need to make essential journeys to attend medical appointments and community social events, when public transport is not an option. In addition to delivering community transport, HVC runs a community shop in Huntingdon, selling a large selection of pre-loved goods and a community fridge service based on “simply take what you need and donate if you can”.

For more information visit our Website www.huntsvc.org.uk

Trustee Role Description

Charity trustees are the people who share ultimate responsibility for governing a charity, directing how it is managed and run. According to Charity Commission guidance (CC3), trustees are responsible for setting strategy, ensuring legal compliance, managing resources responsibly, and acting in the charity's best interests to deliver public benefit.

The Statutory Duties of a Trustee and the HVC Board collectively

- Ensure that HVC manages and monitors its activities in line with its strategy and financial resources for the benefit of its local community
- Ensure HVC uses its resources exclusively for meeting its objectives
- Contribute actively to the Board in giving strategic and operational direction in conjunction with the General Manager of HVC to set overall policy and defining goals
- Safeguard the good name and values of HVC
- Ensure the effective and efficient administration of HVC
- Facilitate funding activities to deliver financial stability and growth of HVC
- Manage HR activities to support the General Manager of HVC, staff and volunteers
- Oversee performance of the charity and ensure legal compliance

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 reach sound decisions.

This may involve:

- Preparing and assessing Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Participating in activities in which the trustee has special expertise

The above list of duties is indicative only and not exhaustive.

Person Profile

While previous experience of charity work is not essential, candidates are sought who have a strong empathy with what we do and commitment to the local voluntary and community sector.

Trustees need to be able to work as a team and be aware of collective responsibilities for the governance of the charity.

Experience:

- Demonstrable experience of building and sustaining relationships with key stakeholders
- Experience of decision making in public or private organisations
- Handling confidential information including financial data
- Previous experience in senior management or project-based activities

Knowledge, skills and understanding:

- Willingness to work and commit to HVC principles and values
- Willingness to devote sufficient time and effort
- Able to make new recommendations to the Board and to participate in reaching a consensus view
- Openness and professional approach towards staff for advice and enquiries on an ad hoc basis
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- An ability to work effectively as a member of a team.

Location:

In-person management meetings are officially held quarterly near one of our office locations in St Ives, Huntingdon, St Neots and Ramsey, and occasionally online by Teams or Zoom.

Time commitment:

Four Board meetings and four operational staff management meetings per year, typically for 2 hours each, and an Annual General Meeting (AGM) held around July. Meeting documents are typically circulated to attendees a week or so before each meeting to allow time to read and prepare before meetings. Trustees are also involved with staff appraisals which only require a few hours per year.

All HVC personnel pride themselves in maintaining open and transparent communications as best they can and so trustees may be involved with ad hoc meetings from time to time.

Disclosure and Barring Service (DBS):

HVC requires all its trustees, staff and volunteers to be DBS checked and to keep their DBS up to date.

Remuneration:

All our trustees are volunteers who offer their time without any obligation to commit a minimum number of hours per week. The role of an HVC trustee is not remunerated, however reasonable expenses may be claimed by prior agreement.