



RSABI Trainee Trustee – Role Description

RSABI’s Trainee Trustees will complete a 12-month programme designed to increase confidence, skills and insight about what it’s like to be on a charity board. The Trainee Trustees will not have voting rights but will participate in board and committee meetings, meet with staff teams and have the opportunity to contribute to the running of RSABI.

We’re looking for people aged 18-30 who are enthusiastic and motivated to help RSABI, and find out what it’s like to sit on a board of trustees. You must be able to commit to the full 12-month programme. We expect the time commitment to be on average a day a month.

All meetings will take place virtually while restrictions are in place. Where travel is required reasonable expenses will be covered by RSABI – as agreed with our Finance Manager.

Draft programme outline

The programme will be delivered over a 12-month period.

Month	Activity	Mentor
July 2021	Induction with the Chief Executive including introduction to the Team A review of the role and responsibilities, and a discussion about RSABI’s strategy	CEO
	Review of contractual terms including confidentiality agreement.	Office Manager
	Coaching session to review Trainee Trustees’ personality profile and alignment with other Board members	Greenburn Associates
	Attend first Board meeting (6 th July)	Chair
August 2021	Introduction to OSCR and understanding its relevance to RSABI. Introduction to RSABI accounts/financial statements	Finance Manager/Company Secretary
	Inclusion in a Welfare Team meeting to discuss work of RSABI and review types of support and inclusion in meeting to discuss AG work and process	Welfare Manager
	Attend HR Committee Meeting (3 rd August)	CEO
	Attend Finance Committee Meeting (17 th August)	Finance Manager

September 2021	Attend Board meeting (28 th September)	Chair
October 2021	Inclusion in Development Team Meeting	CEO
	Attend HR Committee Meeting (9 th November)	CEO
November 2021	Attend AGM (17 th November)	Chair
	Attend Finance Committee meeting (30 th November)	Finance Manager
December 2021	Attend Board Meeting (7 th December)	CEO
January 2022	Attend Board meeting (date TBA)	Chair
February 2022	Attendance Finance Committee (date TBA)	Finance Manager
	Attend HR Committee Meeting (date TBA)	CEO
March 2022		
April 2022	Prepare short report/presentation on 'what could improve the Trainee Trustee's experience' or 'what works well and what could be improved?'	CEO
May 2022	Attend final Board Meeting (TBA)	Chair
June 2022	Attend Finance Committee Meeting (TBA)	Finance Manager
	Attend HR Committee Meeting (TBA)	CEO
	Final Feedback and Review session and certificate presentation	CEO / Chair

Skills and experience

By the end of the programme you should be able to demonstrate the following skills and experience:

1. An understanding of the commitment to the objects, vision and mission of RSABI	<ul style="list-style-type: none"> • An understanding of RSABI's vision and mission • Familiarity with our existing work
2. Specific competencies	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Understand the purpose of, and commitment to, the preparation for board meetings • Challenge constructively • Willingness to express your own opinion • Ability to work in a team • Understand RSABI's digital and social media presence
3. Awareness of legal duties	<ul style="list-style-type: none"> • An understanding of the legal duties undertaken by Trustees of RSABI
4. General behaviors	<ul style="list-style-type: none"> • Clarity of focus • Compassion in our social focus • Courage of your convictions • Creativity in your practice • Integrity in all our relationships • Investment in the long-term future • Income generation to sustain our work
5. Impartiality	<ul style="list-style-type: none"> • Understand conflicts of interest during board member tenure
6. Sufficient eligibility	<ul style="list-style-type: none"> • Eligible for service as a charity trustee