



ROLE DESCRIPTION:

TRUSTEE

Purpose:

To take joint responsibility with the other Trustees for the governance and control of Zimbabwe Educational Trust.

Responsibilities:

- To ensure that ZET complies with its governing document (including pursuing its objects as defined therein), charity law, and any other relevant legislation or regulations
- To ensure that ZET's resources are applied exclusively in pursuance of its objects
- To contribute actively to the Trustee Board's role in giving firm strategic direction to ZET, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
- To safeguard the reputation and values of ZET
- To ensure the effective and efficient administration of ZET
- To ensure the financial stability of ZET
- To protect and manage the property of ZET, and to ensure the proper investment of its funds
- To contribute to the appointment and monitoring of the performance of the Operations Manager.
- To understand the difference between governance and management, and to delegate appropriately
- To use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinizing Board papers, leading discussions, providing advice and guidance, or any other relevant issues in which the trustee has special expertise.

Person Specification:

- Knowledge and experience of the voluntary and community sector
- Knowledge and experience of Zimbabwe and/or international development
- Willingness to devote the necessary time and effort to ZET
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to respect confidences and confidentiality
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.