

Role Description of the Toybox Board of Trustees

The Board of Trustees provides governance and strategic oversight, ensuring that Toybox fulfils its mission effectively and responsibly. Trustees operate within the framework outlined below, covering five key governance areas:

1. Strategic Planning

- Define the organisation's objectives and expected impact.
- Conduct horizon scanning to anticipate and respond to external factors that may enhance or hinder the organisation's ability to deliver its mission.

2. Policy Making

- Safeguard and uphold the organisation's Christian ethos, vision, mission, and values.
- Establish policies that reflect the organisation's stance on external issues relevant to its mission and values.
- Ensure the implementation of effective operational policies and systems.

3. Equity, Diversity, and Inclusion (EDI)

- Foster a culture where everyone is welcome, embedding EDI principles in behaviour, policies, and processes.

4. Accountability

- Ensure compliance with legal and regulatory obligations.
- Maintain accountability to project participants, donors, stakeholders, employees, and volunteers.

5. Oversight

- Define expected results and key performance indicators.
- Monitor organisational performance and risk management.

6. Board Development and Governance

- Structure the Board, meetings, and committees for effective governance.
- Manage Trustee recruitment, development, conduct, and succession planning.

Key Trustee Responsibilities:

1. Defining and upholding Toybox's vision, mission, and strategic direction, ensuring a strong focus on achieving its goals.
2. Overseeing Toybox's performance and upholding high standards of ethical behaviour.
3. Ensuring full compliance with all legal and regulatory requirements.
4. Safeguarding Toybox's assets—both tangible and intangible—by ensuring their security, appropriate use, and responsible management.
5. Maintaining the highest standards of governance to ensure effective oversight and accountability.

Duties and Tasks to Fulfil These Key Responsibilities.

1. Ensuring Toybox has a clear vision, mission, and strategic direction, and remains focused on achieving them. Work collaboratively with fellow Trustees, the CEO and wider Leadership Team to ensure that:

1.1 Toybox's vision, mission, and strategic plan are clearly defined, formally approved by the Board, and well understood by both Trustees and employees.

1.2 Business, operational, and other plans are aligned with and actively support Toybox's vision, mission, and strategic priorities.

1.3 The CEO's annual objectives and performance targets are directly linked to advancing Toybox's vision, mission, and strategic priorities.

1.4 Board policies are established and consistently reinforce Toybox's vision, mission, and strategic direction.

1.5 Effective systems and mechanisms are in place to monitor progress, assess impact, and adapt as needed.

2. Overseeing Toybox's performance and upholding its ethical and corporate standards. As a Trustee, you will work alongside fellow Board members to ensure Toybox operates effectively, ethically, and in alignment with its mission. Key responsibilities include:

2.1 Establishing clear methods to objectively measure Toybox's progress against its vision, mission, strategic objectives, business plans, and annual targets, and regularly reviewing performance reports.

2.2 Ensuring Toybox's fundamental values and guiding principles are clearly defined, consistently communicated, and embedded throughout the organisation.

2.3 Appointing the CEO, defining their terms and conditions, and ensuring both Toybox and the CEO invest in their ongoing professional development.

2.4 Receiving regular updates from the CEO on progress towards strategic priorities and holding them accountable for Toybox's management and administration.

2.5 Providing the CEO with regular, constructive feedback on their performance in leading Toybox and achieving strategic objectives.

2.6 Supporting the CEO in fostering a learning culture, where all employees—both paid and voluntary—engage in continuous professional development and performance review.

2.7 Ensuring Toybox's Christian ethos and values are clearly articulated and upheld in all aspects of its work.

2.8 Establishing, reviewing, and approving Board policies to guide governance and decision-making.

2.9 Implementing clear mechanisms for project participants, employees, volunteers, and other stakeholders to report concerns or activities that may compromise Toybox's integrity and ethical standards.

3. Ensuring legal and regulatory compliance. Trustees are responsible for ensuring Toybox operates within all legal, regulatory, and statutory frameworks. Trustees must:

3.1 Stay informed about and ensure Toybox complies with all relevant legal, regulatory, and statutory requirements.

3.2 Maintain a thorough understanding of Toybox's governing documents and constitution, ensuring compliance, and regularly reviewing them to keep them up to date.

3.3 Defining and approving levels of delegated authority, ensuring these are clearly documented (e.g., in meeting minutes, Board and sub-committee terms of reference, and job descriptions for Trustees and key staff). Trustees must also ensure that all reporting procedures are clearly recorded and consistently followed.

3.4 Ensuring the CEO's delegated responsibilities are well-defined, understood, and that all directives come from the Board as a collective body.

4. Safeguarding the charity's assets and ensuring their proper use. Trustees are responsible for protecting and managing Toybox's assets, ensuring they are used responsibly and in alignment with its mission. Key duties include:

4.1 Ensuring robust financial and operational control systems are in place to safeguard all assets, including funds, property, and other resources. Trustees must also ensure that financial investments are made responsibly and in the best interests of the charity, adhering to legal and ethical guidelines set by the Board.

4.2 Conducting an annual review of major risks facing Toybox and ensuring appropriate systems are in place to mitigate or minimise these risks.

4.3 Ensuring all income and property are used strictly for the purposes outlined in Toybox's governing documents.

4.4 Acting prudently, reasonably, and collectively in all matters, always prioritising Toybox's best interests.

4.5 Maintaining accountability for Toybox's financial solvency, long-term sustainability, and preservation of its endowments.

4.6 Exercising strong oversight of Toybox's financial affairs, preventing abuse, fraud, or mismanagement by implementing rigorous control measures that are regularly reviewed and improved.

4.7 Protecting and maximising the value of intangible assets, such as organisational knowledge, intellectual property, reputation, and public trust.

4.8 Upholding and safeguarding Toybox's identity, ethos, and values in all decision-making and governance activities.

4.9 Ensuring all income due to the charity is properly received, tax benefits are secured, and any eligible financial reliefs are claimed.

5. Upholding the highest standards of governance. Trustees are responsible for ensuring Toybox is governed effectively, ethically, and in alignment with best practices. Key duties include:

5.1 Establishing and maintaining a governance structure that is appropriate for Toybox's size, complexity, stage of development, and charitable objectives, ensuring Trustees can fulfil their responsibilities effectively.

5.2 Conducting an annual review of the Board's overall performance, as well as individual self-assessments to ensure continuous improvement.

5.3 Ensuring the Board collectively possesses the necessary skills, experience, and expertise to govern Toybox effectively, with access to external professional advice when needed.

5.4 Implementing a transparent and inclusive process for recruiting new Trustees, ensuring diversity of thought and experience.

5.5 Developing and maintaining clear succession plans for key leadership roles, including the Chair and CEO, to ensure continuity and stability.

5.6 Actively participating in ongoing training and professional development opportunities, both individually and as a Board, to strengthen governance and leadership capacity.

5.7 Adhering to the Trustee Code of Conduct, demonstrating integrity, accountability, and a commitment to Toybox's mission and values.

Toybox Trustee Person Specification

Trustees collectively take responsibility for decisions and their implementation. While individual Trustees contribute different skills and experience, the Board as a whole must support Toybox's mission and governance.

Essential Requirements.

Trustees must:

- Be committed to Toybox, its mission, values, and objectives.
- Embrace the organisation's Christian ethos.
- Have a sound understanding of charity governance, legal duties, finance, and reporting.
- Demonstrate strategic vision, independent judgment, and integrity.
- Work effectively as part of a team whilst individually contributing confidently to decision-making.
- Be willing to engage with employees and project participants, potentially including an international awareness visit.
- Be open to learning and development within the role.
- Think creatively and contribute innovative ideas to further Toybox's impact.
- Offer skills, experience, and knowledge relevant to the Trustee role.
- Possess a broad professional network that could support Toybox's work.
- Reside in the UK to enable attendance at Board and sub-committee meetings.