



## Trustee Role Description

### Purpose

The purpose of the role is to contribute to the successful growth of granton:hub's profile and activities in order to:

- provide measurable benefits to the local community
- support granton:hub SCIO's purposes\*, and
- develop a sustainable business model which reduces the need for grant funding for core operations over time.

The Board currently consists of 3 people fulfilling the roles of Chair, Treasurer and Secretary. As granton:hub grows we need to expand the capacity of the Board by recruiting additional Board member/s. The Board is collectively responsible to the Office of the Scottish Charity Regulator for the governance and operation of the organisation. See OSCR's [guidance document](#) for further details.

The expectations of a Trustee of granton:hub are also defined in the [constitution](#). Trustees have a duty to act in the interests of the organisation and ensure that the organisation acts in accordance with its charitable purposes. The main tasks are defined below.

The Board is also supported by a Steering Group of 6 members and one member of paid staff (Community Engagement, 2 days/week). The Steering Group currently forms a number of Sub-groups to lead on developments in: Café, Garden/Scrapstore, history:hub, Artists, Digital.

Tasks	Measures of Success
<ul style="list-style-type: none"><li>• <b>Board Meetings</b><ul style="list-style-type: none"><li>o Attend Board meetings regularly – currently arranged ad hoc, but will become monthly</li><li>o Prepare for meetings by reading any documents circulated</li><li>o Arrive in time and take an active role in discussions and decision making</li></ul></li><li>• <b>Steering Group meetings</b><ul style="list-style-type: none"><li>o Attend Steering Group meetings regularly – currently x 2 per month, taking an active role</li><li>o Lead on a Sub-group [where possible and in an area of particular expertise/interest] or</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Efficient and productive meetings</li><li>• Efficient and productive meetings</li><li>• Steering Group all informed and actively engaged in g:h activities and development</li></ul>



actively contribute to one or more sub-groups

- **Contribute to the running/development of the organisation between meetings**
    - Deal with enquiries/emails
    - Attend meetings with other organisations, eg partners, potential partners
    - Initiate and follow up contacts with other interested parties – individuals or organisations
    - Represent granton:hub at networking or other meetings
    - Contribute to the Board's responsibility for ensuring granton:hub's activities are carried out in accordance with its policies and procedures, eg Health and Safety
    - Contribute to the Board's responsibility for managing staff effectively (paid and volunteer), eg developing new policies/procedures, recruiting and inducting staff, dealing with any issues arising
  - **Contribute to the management of the building**
    - Attend meetings with EDI (landlords), re future business plan, running of the building, renovation plans and associated funding
    - Ensure the building is being used according to lease requirements re housekeeping, opening/closing, other procedures
  - **Funding Applications and Income Generation**
    - Lead on and/or contribute to funding applications for projects, staffing (and potentially for building refurbishment)
    - Contribute to future income generation/funding plans to develop long term financial sustainability
- Enquiries and other business dealt with promptly and effectively
  - Awareness of and participation in g:h activities by other partner organisations
  - Policies/procedures in place and adhered to
  - Resources in place to manage expansion of activities
  - Staff/volunteers well managed
  
  - EDI have confidence in g:h capacity and capability to deliver the business plan
  
  - Building run smoothly with plans progressed for its development
  
  - Successful funding applications
  
  - Future income generation/funding plan in place



\*Granton:hub's charitable purposes are:

1. To advance the arts by exhibiting and encouraging community involvement in creating art in various forms.
2. To advance heritage by preserving and repurposing historic Madelvic House as a thriving artist/maker based community hub.
3. To advance culture by encouraging integration of different sectors within the local community through film, exhibitions, talks and community initiated events.
4. To advance education through provision of a variety of workshops, films, talks and awareness raising activities.
5. To advance environmental protection and improvement through promoting recycling/upcycling and sustainability awareness and developing a community garden.
6. To provide a broad range of recreational activities. The hub will provide a welcoming space for people to meet and learn new skills.