



# Adviser Role Description

APPROVED: JANUARY 2018

## 1. Introduction

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**Advisers to the board supplement and support the role of trustees and, like trustees, can:**

- 1.1 serve as a means of communication with communities that a charity exists to serve;
- 1.2 bring valuable professional or other experience to charities;
- 1.3 help to ensure that charities are efficiently and effectively managed;
- 1.4 help to ensure that the work of the charity is effective in achieving its goals.

## 2. Key Roles of an Adviser to the Board

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- 2.1 An adviser should use their specific skills, knowledge and experience to help the CEO and board of trustees to reach sound decisions by contributing to the development of strategic direction and providing practical support and advice.

**Advisers may be called upon to:**

- 2.2 Provide regular and ad-hoc support and advice to the CEO;
- 2.3 Assist the CEO with development of board papers and policy within their sphere of expertise;
- 2.4 Research and advise on key issues identified by the CEO/Board;
- 2.5 Provide commentary and guidance on proposed new initiatives;
- 2.6 Participate in board meetings and sub committees when invited.

## 3. Person Specification

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- 3.1 A practising Christian, or in sympathy with the Christian faith
- 3.2 Commitment to the charity and its work
- 3.3 Willingness to devote the necessary time and effort
- 3.4 Strategic vision in their area of expertise
- 3.5 Sound, independent judgement
- 3.6 Ability to think creatively
- 3.7 Willingness to speak express their views clearly
- 3.8 Ability to work effectively as a member of a team

## 4. Terms of Appointment

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This post is a voluntary one but expenses can be claimed.