



About the School Library Association:

The SLA is a small Charitable Incorporated Organisation (CIO) consisting of a CEO and five other staff members and an annual turnover of approximately £350k.

The School Library Association (SLA) is a not-for-profit which supports schools develop their school library, establish a reading culture and deliver independent learning skills. We believe that all schools should have their own (or shared) staffed library to help all children and young people fulfil their potential.

We currently have about 2,200 members and are the first port of call for schools and individuals wanting advice, resources and training. We support schools to overcome their barriers - including time, money and space, amongst others – to ensure that no child gets left behind on their reading journey.

ROLE DESCRIPTION FOR AN SLA TRUSTEE

Communications Trustee of the School Library Association

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.



Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

For this trustee role specifically we are looking for a Communications Trustee. They will have the same role and responsibilities as other Trustees but with a particular focus on helping the SLA by supporting with:

- PR and communications planning
- Crisis communications and incident management
- Social media support
- Marketing planning
- Email and other channels of communication to members

Additionally, trustees may be asked to provide ad hoc and occasional support through working groups and/or support to the executive team.

About the board:

The Communications Trustee will be elected by members for a 3 year term, which can be extended by another 3 years if the Trustee and the Board collectively wish, and voted on by members. This is a voluntary position, but reasonable expenses are reimbursed.

There are 6 Board Meetings a year (currently), the AGM and any additional Board meetings as required. These are mostly online, with 2 per year currently in person. The Board currently consists of 9 Trustees (min 5 - max 12) with the aim that these Trustees will bring much needed business expertise and/or library and education sector knowledge. Some of these Trustees will also hold officer roles: Chair, Vice-Chair, Treasurer and Secretary.

All trustees are expected to read carefully all emails and papers produced for the Board Meetings to be ready to engage in debate, raise concerns, question assumptions or narrative, and be able to vote on issues proposed. Trustees should understand the context and landscape the SLA is working in to provide support and challenge to the CEO and other trustees.