



TRUSTEE ROLE DESCRIPTION

BACKGROUND The Merchants House is one of Glasgow's oldest charitable organisations with a history dating back to 1605 and before. Today we make a positive impact on the lives and experiences of the people of Glasgow and the West of Scotland by providing grants and other support to and partnering with third sector bodies and by supporting individuals in need.

The House manages substantial endowment funds, many of which have specific terms on the distribution of grants. Rental income is generated from the office suites of the Merchants House building owned and occupied by the House.

Total assets of the House are in the region of £10m. During the last five years, the House has committed almost £1.3m of grants and other charitable financial assistance to over 200 organisations, principally in the third sector, which make an impact predominantly in Glasgow and the West of Scotland

The Head of the House is the Lord Dean of Guild, elected annually by its Members. The Lord Dean acts as Chairman of the House and delegates Convenorship of the different committees. The Office of the Dean of Guild ranks next to that of the Lord Provost of the City.

You can see an overview of the Charity on the OSCR website: [OSCR | Charity Details](#)

The present membership of the House is over 800. Up to thirty-six Directors, elected by the members, carry on the active work of the House, together with the Dean, the Vice-Dean, the Immediate Past Dean and the previous two Ex-Deans.

Further information regarding our Charitable activities can be found at our website www.merchantshouse.org.uk

WHAT IS REQUIRED OF TRUSTEES?

Trustees are expected to attend Quarterly Board meetings and will be allocated to at least one of the committees that meet at least three times per year. Meetings are typically held in the morning and will last around 1 hour other than the Grants Committee. The Grants Committee's work includes visits undertaken by Directors to potential recipient charities with committee meetings typically lasting 2-3 hours. There is an expectation that most Directors will serve some time on the Grants Committee and undertake their share of visits.

For effective conduct of the business of the Charity, there are seven committees of Directors and one sub-committee:

- Audit Committee
- Employment and Remuneration Committee
- Finance Committee
- Grants Committee
- Membership Development Committee
- Property and Capital Projects Committee
- Nominations Committee
- Philanthropy and Legacy Committee
- Investment Sub-Committee

Trustees are required to share expertise and provide governance on five key areas:

- Charity governance
- Membership relations
- Grantmaking
- Financial reporting
- Donor relations

The Trustees are supported by the staff team, who support the Charity's strategic objectives are taken forward.

Trustees display the integrity, vision and enthusiasm needed to advance the House's objectives. A helpful guide for charity Trustees is published by OSCR, the Scottish Charity Regulator: <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees> **Please ensure you read this before submitting your application.**

On becoming a Trustee, you will be given a full induction covering the policies of the House.

This is a voluntary role. The term of office is three years, with an option to seek election for two further three-year terms.

ROLE DESCRIPTION

ROLE PURPOSE

To provide strategic direction and effective governance of The Merchants House of Glasgow through monitoring progress against strategic objectives, ensuring regulatory and statutory compliance, building relationships with our membership and representing the Charity with integrity.

Trustees are required to be, or become, Members of the Merchants House of Glasgow. Members are encouraged to participate in our Regular Giving Programme and applicants are required to pay a matriculation fee of £50 on being accepted as a Member.

GENERAL REQUIREMENTS

- Understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.
- Eligibility for service as a trustee in line with the Charities and Trustee Investment (Scotland) Act 2005 (a declaration forms part of the application form).
- Ability to maintain confidentiality on sensitive and confidential information.
- Ability to analyse data, and when necessary, challenge constructively. An ethos of teamwork, respect, duty, selflessness, openness, personal integrity, objectivity, open-mindedness, and fair judgement.

CORPORATE GOVERNANCE

- Regular and consistent attendance at Trustee meetings
- Monitoring financial position, outcomes and budgets
- Participating in associated committees and short life working groups as appropriate
- Scrutinising papers and reports for internal and external reporting

STRATEGY

- Proposing, assessing and informing new initiatives for the advancement of The House and its objectives
- Participating in strategy workshops and events

REPRESENTATION

- Attending House fundraising events, profile-raising events
- Advocating for The House and its objectives to influencers, potential donors, and project partners

KNOWLEDGE, SKILLS AND QUALITIES

The Merchants House seeks to maintain a balance of skills and experience across a broad range of skill sets to enable its work to be appropriately supported and governed. Particular skill sets sought at this time are:

- Statutory Audit
- General and project property management
- Member Engagement & Member Events
- Social Media
- Donor relations
- Social Care
- PR / marketing

However, we welcome applications across all relevant skill sets.

PROCESS

Following receipt of application forms these will be reviewed by a Committee of Directors who may invite applicants for interview. Recommendations are then made to the full Board for ultimate approval at the AGM in May each year.