**Trustee – HOST**

Remuneration The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed

Location Hatfield, Hertfordshire

Time Commitment Four Board meetings per year (in London/Hatfield)\*

Reporting to Board of Governors

**Job Description**

To be a trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets.

The role of a Trustee of HOST is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision;

To be a dynamic organisation which is universally recognised as the principal link between international Students and volunteer Hosts throughout the UK.

and our mission;

To promote international friendship and understanding by arranging for international Students studying in the UK to spend a day, weekend or Christmas as guests in a British home.

HOST ([www.hostuk.org](http://www.hostuk.org)) is a small but national charity with an office in Hatfield. We have two full time staff and three part time staff.

We are hoping to find Trustees who are willing to use their skills to contribute to the success and future growth of the charity. \*As HOST is such a small charity, trustees have historically used their skills, when needed, to help the staff in a more ‘hands-on’ way than is usual in a larger organisation.

**What can you offer HOST?**

We are looking for people who have an interest in international friendship and understanding and who have one or more of the following skills. No trustee experience necessary.

* + Experience of volunteering or working for a charitable organisation
	+ Business experience
	+ Accountancy skills
	+ Legal knowledge
	+ IT skills
	+ Marketing and/or PR knowledge
	+ Fundraising experience
	+ Journalism
	+ Experience of working in an international environment

**What can HOST offer you?**

Being a trustee offers opportunities to

* + Contribute to international friendship and the sharing of cultures
	+ Use your skills and experience effectively
	+ To make new contacts and friends
	+ To develop new skills
	+ Improve career prospects
	+ Make a difference

Have a look at our website ([www.hostuk.org](http://www.hostuk.org)) to get a feel for what we do. If you would like to explore this further, please contact Trina Golland on 01 707 642091 or trina.golland@btinternet.com