

the space is what you make it



What Is A Trustee?

The overarching responsibility of a Trustee is the Nottingham Hackspace community.

Specifically, the continued operation of our workshop space, wellbeing of the members, and outward-facing reputation as a community of makers.

As part of this you will be expected to work alongside other Trustees to manage both the short and long term plans for the Hackspace as well as more specific responsibilities, which are detailed below. Although Nottingham Hackspace is a community of equals, you should be aware that as an elected representative of the Hackspace you are a Trustee first and foremost when interacting with the Hackspace.

General Responsibilities

- Available once a month for the Trustee meeting, where current tasks, future tasks, and issues are discussed in person. This is currently held on the first Tuesday of every month.
- In recent times [2019-2020], we've held an additional Trustee Meeting to work through additional tasks that have arisen. Whilst it is not the duty of a Trustee to attend more than one meeting a month, some flexibility is encouraged.
- Understand that this is a **people-focused** role, with the need to be able to listen, empathise, discuss and compromise.
- Be active in suggesting and championing improvements.
- Able to access Slack (a team collaboration tool), and respond to direct mentions in a timely manner. Trustees are not required to be online 24/7, but need to be flexible as situations arise.
- To act as the responsible Trustee at Open Hack Events (Wednesday evenings), which is between one and two events in a 7 (number of Trustees) week period for each Trustee. A rota is provided, and days can be swapped if necessary with other Trustees.
- To attend Members' Meetings, sharing the chairing and minuting between yourself and the rest of the trustees.
- To be an active and engaged member of the Nottingham Hackspace.
- Be willing and able to interact with the membership as a whole in the space and on our online platforms.
- Trustees should try to attend Hackspace events such as open days, celebrations and Hack the Space when they occur.
- Have a working knowledge of the processes that underpin the Hackspace.

- You should be familiar with the Hackspace [Rules](#).

Legal and Financial Responsibilities

- You will be a director of Nottingham Hackspace Ltd. You must not be disqualified from being a company director (<https://www.gov.uk/company-director-disqualification>).
- The Trustees are ultimately responsible for the safety of all people in the space, and taking part in events or workshops we are responsible for.
- You may be required to be a signatory on our bank account.
- Hold a prepaid charge card for purchases.

Teams and Communication

- You will hold a nottinghack.org.uk email address, and are required to answer queries in a timely manner.
- You must be comfortable speaking to and emailing a wide variety of people;
 - Trustees are required to communicate with The Membership, external people and parties.
- Able to confidently show and promote the Hackspace to guests and visitors. The Membership Team handle the majority of tours around the Hackspace, however we are also visited by representatives of other organisations, which may require a Trustee as a representative.
- Stay up to date on the various forms of communication within the Hackspace. Primarily, you will be active in our [Slack](#) group.
- Be able to keep information in confidence where necessary. Whilst the Trustees try to make as much as possible open and transparent, there are subjects and actions that require confidentiality.

Grievance Procedures

- As a Trustee, you should have read and understood both the Safe Spaces Policy and Grievance Procedure, as set out in the [Rules](#).
- Trustees should always be receptive to communication from those reporting or involved in a grievance.
- All grievances are discussed by the Trustees as a whole (except for any recused).
- Trustees must recuse themselves from any individual grievance if there are any perceived reasons for doing so (with or without reason)
- Any grievances raised to one Trustee should be immediately raised with the others, so the process can proceed, although the identity of the complainant can remain confidential.