

# the space is what you make it



## What is a Trustee?

The overarching responsibility of a Trustee is the wellbeing of Nottingham Hackspace as a whole, and its continued operation, expansion and reputation as a community of makers.

As part of this you will be expected to work alongside six 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 an equal community, 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 a Tuesday, one week before the Members meeting.
- 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 and Saturday openings), which is between one and two events in a seven week period for each Trustee. A rota is provided, and days can be swapped if necessary with other Trustees.
- To attend members meetings, chairing one in every seven, and minuting one in every seven.
- To be an active presence in the Hackspace - Trustees should aim to be in the space at least once a week, and willing to interact with the membership as a whole.
  - Trustees should try attend recurring events such as hack the space and tidy up tuesday regularly, where possible.
- Understand the processes that underpin the Hackspace.

## 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.
- Be a signatory on our bank account.
- Hold a prepaid charge card for purchases.

## Teams and Communication

- You will hold a [nottinghack.org.uk](mailto:nottinghack.org.uk) email address, and answer queries in a timely manner.
- You will be responsible for between 3 and 5 teams. You do not need to be in the team; but will be the point of contact to solve issues in that team, as well as ensure the team are active.
- 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; the primary two being the team Slack and the Google Groups.
- Be able to keep information in confidence where necessary. Whilst the trustees try and make as much as possible open and transparent, there are subjects 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).
- Any grievances raised to one Trustee should be immediately raised with the others, so the process can proceed, although identity of the complainant can remain confidential.