

## **TRUSTEE ROLE DESCRIPTION**

### ***Main Duties and Responsibilities***

The primary responsibility of trustees is to provide the organisation with strategic leadership and maintain a governance perspective to ensure it is well managed and administered, and resources are used appropriately.

### ***Statutory Responsibilities***

#### *The statutory duties of a trustee*

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To participate in the appointment of the Chief Executive Officer.
- To ensure the Board operates effectively and:
  - Contributes to the establishment of the organisation's strategic direction and goals and the monitoring of any strategic plans.
  - Evaluates the organisation's performance on a regular basis and holds the Chief Executive Officer accountable for outcomes
  - Ensures the financial stability of the organisation and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate
  - Defines the boundaries of management authority
  - Delegates the implementation of its decisions to the Chief Executive and Executive Team, supporting them as required to carry out their work
  - Ensures the performance and development of the chief executive officer is reviewed annually
  - Reviews its performance annually and that all Trustees actively participate in this evaluation
  - The Board's agreed position is represented when speaking publicly on behalf of the organisation

### ***Other responsibilities***

- Acting in the best interests of the organisation at all times
- Respect the confidential nature of all information relating to the business of the charity in accordance with information governance and data protection policies.
- Working together and not pursuing personal or sectional interests at the expense of organisation interests

- Acknowledge the importance of income generation for the continued existence of the charity and support efforts to raise income.

### ***Other duties***

In addition to the above statutory and specific 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 guidance on new initiatives

### **Time Commitment**

12 full working days per year at a minimum, to read papers, to attend board meetings and to sub committees as required.

All Trustees are required to attend at least 75% of board meetings annually.

### **Remuneration**

This post is un-remunerated however essential travel and subsistence expenses are payable on completion of the organisation's expenses form.

### Person specification

The essential skills, experience and qualities expected from Trustees of Helen & Douglas House are outlined below.

General Essential Criteria
Demonstrate understanding, expertise and / or experience of the governance of an organisation where governance relates to the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation
Good communication/interpersonal and decision making skills
Understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
Strategic perspective and vision
Demonstrable experience in <ul style="list-style-type: none"><li>• Goal setting</li><li>• Monitoring and performance evaluation</li><li>• Team, committee or working group</li></ul>
Commitment to the work of Helen & Douglas House and what it sets out to achieve
Willingness to devote the necessary time and effort to the role of Trustee
Good independent judgment
An ability to think creatively
Ability to work collaboratively and constructively as a member of the Board.