

**Roles and Responsibilities of SDSS Trustees**

# General duties

* Charity Trustees must act in the interests of the charity
* Charity Trustees must operate in a manner consistent with the charity’s purposes as stated in the Memorandum and Articles
* Charity Trustees must act with due care and diligence
* Charity Trustees must ensure that the charity complies with the Charities and Trustee Investment (Scotland) 2005 Act and other relevant legislation

# Specific duties & tasks

* To attend and play an active part in Management Committee meetings and any other duties as required (with sufficient notice)
* To read, prepare, analyse and report information before, during and after meetings
* To undertake any action as a result of any decisions taken at a meeting
* To become familiar with the Memorandum and Articles of Association and ensure the company operates within these at all times
* To represent SDSS in a professional manner at all times To be responsible for staff discipline, grievance, health & safety, appraisal, guidance, support, appointment & termination of employment
* To delegate tasks to the Manager
* To be aware of changes in funding, legislation and the external environment
* To maintain confidentiality in matters relating to SDSS at all times

Self-Directed Support Scotland, [www.sdsscotland.org.uk,](http://www.sdsscotland.org.uk/) @SDSScot

Scottish charity no: SC039587 Company registered in Scotland: SC371469



# Functions

* To establish, monitor and change as necessary the objectives of

SDSS as in the Memorandum and Articles of Association

* To plan for the long and short term future of SDSS and determine appropriate polices to meet the needs of both funders and users.
* To instruct staff, through the Chief Executive, to ensure policies are implemented
* To monitor and evaluate the work of the organisation

**Trustee Person Specification** SDSS Trustees must:

* Represent an organisation that is a Full or Associate Member of SDSS
* Be aware of equal opportunities issues and be prepared to adhere to

SDSS’s Equal Opportunities Policy

* Understand and work according to the Social Model of Disability
* Understand and support the philosophy of Independent Living  Have knowledge of the Disabled People’s Movement and disability issues in general
* Be self-motivated, organised, with good time management skills
* Be prepared to work as part of a dedicated team

**Trustees have responsibilities to:**

* SDSS Member organisations
* Scottish Government (funders)
* Other Trustees
* Independent Living Movement

**Trustees have responsibility for:**

* SDSS staff team
* Other members of the Board

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