

Wellspring Volunteer Role Description

Chair of Trustees

In addition to the general responsibilities of a Trustee, duties of the chair include the following:

- Providing leadership to Wellspring and the board by ensuring that everyone remains focused on the delivery of the Wellspring's charitable purposes
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Bringing impartiality and objectivity to decision-making
- With assistance from the Office Supervisor and Clinical Managers:
 - Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
 - Setting agendas for board and other general meetings
- Addressing conflict if it arises within the board and within Wellspring, and liaising with appropriate colleagues to achieve this
- The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair

The duties of a trustee are as follows:

- Ensuring that Wellspring pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Wellspring complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that Wellspring applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Wellspring defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of Wellspring
- Ensuring the effective and efficient administration of Wellspring, including having appropriate policies and procedures in place
- Ensuring the financial stability of Wellspring
- Protecting and managing the property of Wellspring and ensuring the proper investment of the charity's funds

- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the staff.

In addition to the above statutory 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 advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification:

- Leadership skills
- Experience on a board of trustees
- Experience of chairing meetings
- A commitment to the aims and values of Wellspring
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak openly and constructively
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.