

Trustee Role Description - LifeCare

Role: Trustee/Director Management Committee.

Background All our trustees come from a variety of backgrounds and bring a variety of different skills, knowledge and experience to the organisation. No previous trustee experience is required.

Role summary

Works with the Chair and Vice Chair to ensure that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.

Provide leadership and direction to the organisation as a member of the Board of Trustees fulfilling trustee responsibilities for the overall governance and strategic direction of the organisation.

Works in partnership with the Chief Executive and senior staff supporting employees and helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.

Take individual responsibility for your conduct and participate as an active member at board meetings including sharing areas of particular skills, or experience.

Main responsibilities

- Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Works in partnership with the Chair, Chief Executive and Board Members and supports the employees, helping them achieve the aims of the organisation.
- Engages with fellow trustees in stimulating, well-rounded and carefully considered strategic decision making.
- Shares knowledge, skills, and experience to inform the board's work planning and activities through contributions at meetings, committees and other agreed tasks - enhancing the overall contribution of the board.
- Support the development of strategic plans and regular review of long-term strategic aims of the organisation.
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Take part in annually reviewing the organisations progress against its strategic plan, ensuring agreed developments are carried out.

- Be an active board member and encourage and support the recruitment of new trustees as required.
- Take part in self-reflective evaluations of contributions and effectiveness of the board.

In relation to LifeCare

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Share in the fostering relations with potential clients and potential funders/donors.
- Understand the various regulators and LifeCare's legal duties to these and have sufficient oversight to ensure compliance.
- Act as final stage adjudicator for disciplinary and grievance procedures/appeals if required.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate.

Qualities of Board members

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Be willing to network and be a connector for the organisation and introduce the CEO to high-net-worth individuals or influencers that can door open for the charity and income generate on behalf of the charity.
- Commitment to LifeCare's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to LifeCare's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Be able to meet the requirements of the role with OSCR under charity legislation and be willing to have a PVG check completed.

Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by LifeCare.
- A wider involvement with the voluntary sector.

Time commitment

- The Board currently meets 5 times a year with committees meeting additionally to this you are expected to be available 3 times in a year and to participate in a committee.
- In addition to Board meetings, other contact – usually electronic or by telephone – will be necessary on occasion.