Trustee Role Description

Role Details

Role Title: Trustee
Status: Non-remunerated, but reasonable out of pocket expenses paid.
Hours: It is expected that a Trustee will commit up to 12 days per year in order to fulfil their role. Some of this may be in the evenings, or weekends and will be spread over a number of meetings. This is inclusive of preparation and reading time and any training undertaken during their time as a Trustee.
Term: The Trustee will be appointed for a fixed term of 3 years, renewable for further two, three-year terms.
Support and Training: The Trustee will receive induction training and further training will be supported throughout their appointment in order to enable them to fulfil their role to the best of their abilities.

Role Purpose

1) Ensuring that the Company achieves its vision, mission and strategic direction and is focused on achieving these;

2) Being accountable for the performance of the Company and for its corporate behaviour;

3) Ensuring that the Company complies with all legal and regulatory requirements and ensuring that the Company’s governance is of the highest standard;

4) Acting as guardians of the Company’s assets, both tangible and intangible, taking due care over its security, deployment and proper application;
Key Tasks

1. **To ensure the Company achieves its vision, mission and strategic direction.**
   1.1 By working in partnership with other Trustees, the Chief Executive and other senior staff.
   1.2 By setting the Company’s objectives, targets and strategic priorities.
   1.3 By ensuring that the Board policies support the vision, mission and strategic priorities.
   1.4 By establishing board policies and effective mechanisms
   1.5 By listening to, and taking into account the views of stakeholders
   1.6 By being aware and advising the Board of external environment for changes that might affect the Company

2. **Being responsible with other Trustees, for the performance of the Company and for its corporate behaviour;**
   2.1 To agree the method for measuring objectively the progress of the Company.
   2.2 To regularly review reports on the performance of the Company.
   2.3 To ensure that the values and guiding principles of the Company are articulated and reflected throughout.
   2.4 To ensure that views of stakeholders on the performance of the Company are regularly gathered and considered by the board.
   2.5 To appoint the Chief Executive and set their terms and conditions and to ensure he/she receives regular, constructive feedback on his/her performance.
   2.6 To hold the Chief Executive to account for the management and administration of the Company.
   2.7 To agree board policies and Scheme of Delegation of Board authority.
   2.8 To ensure that there are whistleblowing mechanisms in place for stakeholders.
3. Ensuring the Company complies with all legal and regulatory requirements:
   3.1 To ensure that the Company complies with its governing documents and reviews the governing documents regularly.
   3.2 To ensure the Board agrees the levels of delegated authority.

4. Acting as guardians of the Company’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
   4.1 To ensure that the Company has satisfactory control systems and procedures.
   4.2 To ensure that major risks to the Company are reviewed regularly.
   4.3 To ensure that the income and property of the Company is managed in accordance with the governing documents and policy.
   4.4 To act reasonably, prudently and collectively in all matters relating to the Company and always to act in the interests of the Company.

5. Ensuring that the Company’s governance is of the highest possible standard:
   5.1 To ensure that the Company has a governance structure that is appropriate for the Company.
   5.2 To attend a meeting with the Chairperson on an annual basis to reflect on performance.
   5.3 To participate in individual and collective development and training of Trustees.
   5.4 To abide by the Trustee code of conduct.
   5.5 To ensure that major decisions and board policies are made by the Trustees collectively, acting in the best interest of the Company.
# Person Specification

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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| Qualifications / Experience| • Experience of, or good understanding of, working with customer focused organisation and a commitment to high standards of customer care.  
• Experience of representing a Company and working collaboratively with others.  
• Strong, credible leadership style with experience of leading, managing and delivering to achieve positive outcomes. | • Experience of working collaboratively at Board level  
• Experience of marketing  
• Lived experience of disability, long term health conditions or caring responsibility. | A & I          |
| Knowledge                   | • Clear understanding and experience of governance and the associated legal responsibilities.  
• Good understanding of health and social care challenges facing the NHS and Local Authorities and disabled people. | • Understanding of the Voluntary and Community sector.  
• Knowledge of charity law | A & I          |
| Skills/Abilities            | • Strong communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences.  
• Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and guide rational decision making.  
• Able to demonstrate good awareness and understanding of the current political and financial environment.  
• Ability to plan strategically and with vision. | • IT literate. | A & I          |
| Other                      | • Support the values, ethos and objectives of CCIL  
• Proactively demonstrate strong commitment to equality and diversity.  
• Time and commitment to effectively discharge the responsibilities of the post. | | A & I          |

*A = Assessed via Application  I = Assessed via Interview