

Trustee Role Description

Role Details

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| 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;

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 of 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

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY * |
|------------------------------------|---|---|---|
| Qualifications / Experience | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Experience of working collaboratively at Board level • Experience of 'marketing • Lived experience of disability, long term health conditions or caring responsibility. | <p>A & I</p> <p>A & I</p> <p>A & I</p> |
| Knowledge | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Understanding of the Voluntary and Community sector. • Knowledge of charity law | <p>A & I</p> <p>A & I</p> <p>A & I</p> |
| Skills/Abilities | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • IT literate. | <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> |
| Other | <ul style="list-style-type: none"> • 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. | | <p>A & I</p> <p>A & I</p> <p>A & I</p> |

*A = Assessed via Application I = Assessed via Interview