



## **ROLE: Trustee (Volunteering)**

## **REPORTS: Chair**

### **Overall Purpose**

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

We are particularly interested to meet with people who have the following experience and would be able to:

- Provide advice, guidance and support to the Trustees and SMT in relation to volunteering at Willow Burn Hospice
- Act as an advisor on developments to the Trustees and SMT from the perspective of voluntary activity
- Provide oversight to any initiatives which would affect our volunteering team
- Other reasonable duties at the discretion of the Chair, Trustee Board or Sub Committees

### **Desirable**

- Charity Trustee experience
- Specific experience of volunteering at Willow Burn Hospice

**Duration:** We are seeking someone to serve for an initial three year term.

### **Responsibilities:**

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- Promoting and developing the charity in order for it to maintain its relevance to society.
- To support the overall direction and development of the charity through good governance and clear strategic planning.

- To ensure the financial stability of the organisation by maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To maintain absolute confidentiality about all sensitive and confidential information received in the course of a trustee's responsibilities to the charity.

## **Specific Tasks & Duties:**

### **Governance**

- Attend board meetings, and actively participate in the decision making of the board
- Be a member of a board sub-committee as agreed (Charity & Resources Sub Committee)
- Regularly evaluate the appropriateness and effectiveness of the board
- Ensure the effective and efficient administration of the organisation striving for best practice in good governance and ensuring policies are in line with current legislation and good practice
- Approve and regularly review the organisation's budget, ensuring published reports adequately reflect the nature of our business and our financial health

### **Strategy**

- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, set overall policy, define goals and set targets in line with these corporate goals
- Review and agree any major changes to the organisation

### **Performance Management**

- Monitor and assess the organisations results and performance against agreed objectives, budgets and plans

### **Risk Management**

- Maintain a robust overview of the principal risks facing the organisation
- Exercise scrutiny over the organisations risk management systems

### **Executive Performance Monitoring and Remuneration**

- Support the CEO
- Monitor the performance of the CEO and maintain an overview of the Senior Management Team's performance

**Other Duties**

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
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

**Person Specification:**

- Commitment to the organisation & willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to constructively speak their mind and contribute to decisions and discussion.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

**Accountable to:** Chair of the Board of Trustees