



**Supporting children, young people and families with deafness**

## **Trustee Role Description**

### **Key responsibilities**

With other trustees to hold the charity “in trust” for current and future beneficiaries by:

1. ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
2. being responsible for the performance of the charity and for its “corporate” behaviour
3. ensuring that the charity complies with all legal and regulatory requirements
4. acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application
5. ensuring that the charity’s governance is of the highest possible standard

Trustees are also expected to have an overview of one area of development within the organisation dependent on their skills and past experience. Working with the service manager and external consultants the trustee will keep fellow trustees informed about that area.

### **Duties and tasks to fulfil these key responsibilities**

#### **1. To work in partnership with other trustees to ensure that**

- the charity has a clear vision, mission and strategic plans and is focused on achieving these with a common understanding of these by trustees and staff
- the business, operational and other plans support the vision, mission and strategic priorities
- the annual and longer-term objectives and targets support the achievement of the vision, mission & strategic priorities
- policies support the vision, mission and strategic priorities
- to review regularly its strategic plans and priorities

- there are effective mechanisms
  - to listen to the views of current and future beneficiaries
  - to review the external environment for changes that might affect the charity
  - to re-assess the need for the charity and for the services it provides, or could provide

## **2. Being responsible, with the other trustees, for the performance of the charity**

- To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity.
- To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.
- To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the trustees.
- To receive regular reports from the chair of trustees on progress towards agreed strategic priorities.
- To ensure that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
- To articulate the values of the charity.
- To agree policies.
- To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the trustees any activity that threatens the running of the charity

## **3. Ensuring that the charity complies with all legal and regulatory requirements**

- To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements.
- To maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments and to review the constitution regularly.
- To agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for trustees and sub-committees
- Job descriptions for trustees and key staff and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.

## **4. Being guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application**

- To ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the trustees.
- To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise them.
- To ensure that the income of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity.
- To be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.
- To exercise effective overall control of the charity's financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc. are properly valued, utilised and safeguarded.
- To ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed.

## **5. Ensuring that the charity's governance is of the highest possible standard**

- To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and that enables the trustees to fulfil their responsibilities.
- To reflect annually on the trustee's performance and your own performance as a trustee.
- To ensure that the trustees have the skills required to govern the charity well, and has access to relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of trustees.
- To participate in individual and collective development and training of trustees.
- To ensure that major decisions and board policies are made by the trustees acting collectively.

### **Skills and experience**

Ability to

- bring different points of view to a discussion
- give insight into members needs and experience
- make contacts in the community
- think of new ways of doing things

### **Expected involvement**

A meeting once every two months, e mail discussions when needed and maybe a piece of work in between meetings as needed.

In addition, **The Chair** will

- take leadership of the Trustee Board, as appropriate to the needs of the organisation and decisions required
- help plan and run trustee and members meetings, take the lead and be responsible for the effective conduct of all the meetings, ensuring, wherever possible,
  - active participation of members
  - members' understanding of the issues discussed
  - clear decisions are made and recorded
  - effective timetabling and dispatch of business at meetings
  - the effective implementation of decisions
- take the lead on ensuring that meetings are properly run and recorded
- take the lead on ensuring that trustees comply with their duties and the charity is well governed
- have a second or casting vote if a vote on a trustees' decision is tied
- act as a spokesperson for the charity
- acts as a link between trustees and staff
- line manages the service manager on behalf of the trustees
- produce the Annual Report of the organisation
- conduct the annual appraisal of the manager
- establish a good working relationship with the service manager and to be responsible for overseeing the effective management of the postholder

### **Skills and experience**

- Enthusiasm and dedication for the charities aims and strategic direction
- A good understanding or experience of deafness and the implications of it are essential
- Management skills
- Team-working and people skills
- Communication skills oral and written
- Administrative and organisational skills
- Commercial / business awareness
- Able to be Pro-active and flexible
- Have a willingness to lead the organisation

- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

**Expected involvement**

Approximately one day a week, spread over the week. This has recently increased because of different working due to Covid, more discussions re the future of the charity and supporting staff etc. As things settle down and we know more about the future direction the input from the chair will reduce.

In addition, **The Treasurer** will take the lead at board level to

- make sure the charity keeps proper accounts
- have an overview, in conjunction with the Chair, of the budget process
- liaise with the Service Manager about financial matters
- ensure that understandable systems are in place and operated by staff and members
- regularly review the charity's financial performance
- draw up or reviewing policies for finance
- work with the service manager and other trustees to set the annual budget
- as a signatory on the bank accounts arrange payment for staff (through the payroll company), pay invoices and set up direct debits
- prepare the annual accounts to comply with the legal requirements of the Charity Commission
- formally present the accounts at the Annual General Meeting of the organisation
- ensure that the charity has robust and effective financial controls in place
- liaise with the charity's bookkeeper and independent auditor
- report on financial matters to the trustees and members
- ensure appropriate risk management is in place when reviewing existing, or considering new, developments
- be able to give an accurate position of the financial position at any given time

### **Skills and experience required**

- a good financial knowledge and/or experience of accounting
- Good financial analysis skills.
- Ability to communicate clearly
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations would be an asset but not essential.
- a good understanding or experience of deafness and the implications of it would be an asset but is not essential.

### **Expected involvement**

A few days per month.

In addition, **The Secretary** will

Take the minutes for trustee and members meetings and ensure that they are kept in a safe place.

### **Skills and Experience**

- Good English skills
- An ability to listen and make sense of discussions to produce accurate minutes
- A good understanding or experience of deafness and the implications of it would be an asset but is not essential.

### **Expected involvement**

Meeting once every two months and at any additional meetings and preparation of minutes.