



Charity Board Trustee Role Description and Person Specification

Background

Trusteeships are unpaid voluntary roles and are non-executive, meaning that they are collectively responsible for setting strategy and ensuring governance and ensuring ACS holds to their vision and mission. They do not carry out the day-to-day work of the charity. The board currently meets four times a year.

Duties and accountabilities of a trustee

Collectively, the board of trustees are legally responsible for the overall governance and strategic direction of the charity including developing the organisation's aims, objectives, and goals in accordance with the governing document, legal and regulatory guidelines. The board are also collectively responsible for ensuring the sound legal, financial and people management of the organisation.

The partnership between the board and the Chief Executive Officer and other senior staff is essential to the delivery of good governance, with the board taking the lead on strategic matters and the CEO and staff responsible for the operational delivery

Board members will have a variety of skills and collectively the board provides:

Strategy:

Collectively the board will:

- Ensure that the organisation pursues its stated objects (purposes) as defined in its governing document by developing and agreeing a long-term strategy.
- Ensure that the organisation is focussed on achieving the strategy.
- Ensure that all strategic plans, policies and activities of the organisation take account of an active commitment to equality and diversity.

Governance:

Collectively the board will

- Ensure the organisation complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of organisational objects.
- Ensure that investment activities meet accepted standards and policies.
- Ensure the proper investment of the charity's funds.



- Safeguard the good name and values of the organisation.

Leadership:

Collectively the board will:

- Support and challenge the CEO and senior team, being a critical friend.
- Oversee the recruitment, induction, supervision, and appraisal of the Chief Executive Officer.
- Participate in delegated activities on behalf of the charity, as agreed within the board, including, working groups, promotional activities, and fundraising.
- Maintain absolute confidentiality about all sensitive/confidential information received.
- Attend and contribute to quarterly board meetings and any other such meetings of the board as may be required.
- Comply with the Code of Conduct for trustees and the Code of Good Governance for boards.

Person Specification

To maintain a successful and progressive board, trustees must most importantly have a desire to make a difference and an affinity with those caring for a family member or a friend. They must have a willingness and capacity to donate the necessary time and effort to the role, which includes undertaking mandatory training.

We are also looking for candidates who have:

- A willingness to appropriately speak their mind, to support, challenge and be a critical friend.
- An ability to stand back and see the bigger picture and to think about what is best for the organisation as a whole.
- An ability to work effectively with others as part of a team.
- A commitment to promoting equality and diversity.
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship. Full training will be provided to assist with this.

We are committed safeguarding and protecting all children, young people and vulnerable adults. As part of this commitment we complete safer recruitment checks including enhanced child workforce DBS checks.

Previous trustee / directorship experience is not required. Reasonable travel expenses will also be paid.