



Rotherham Rise

The Role of Trustee and executive Trustee roles are a voluntary position

Board Member: Trustee Role Description

A Trustee for the Board is expected to meet the requirements of the board in line with the charities governing documents, governing good practice and legal requirements.

Trustees are confirmed at the first meeting of the board of trustees following the Annual General meeting. If appointed mid-way through the year, to be confirmed at the earliest board meeting.

A Trustee is accountable to the rest of the board of Trustees.

Duties and responsibilities of a Trustee

The Board as a whole is collectively responsible for the success of the charity. A Trustee is a Board Member and has a number of responsibilities in order to ensure robust management of the charity including:

- Make decisions objectively in the interests of the charity.
- Implement Rotherham Rise's Vision, Mission, and Values.
- Lead on the aims and objectives of Rotherham Rise by raising awareness of domestic and sexual abuse, and child sexual exploitation and abuse and its impact on individuals and their families.

The duties of a Trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources in pursuance of its charitable objects (i.e., the charity must not spend money on activities that are not included in its own objects)

- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- To work in the interests of the charity and not for personal gain
- To ensure that the Board Members takes proper professional advice on matters in which it does not have competence
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

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, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Tasks

- To work with other Board Members to form an effective governing body for the charity
- To attend meetings and to read papers in advance of meetings
- Ensure that the charity's focus places services users centrally
- To understand and be committed to the mission of the charity
- To maintain a long-term overview of the charity and its work
- To make strategic and major decisions about the charity objectives, policies and procedures
- To attend sub-group meetings as appropriate
- To participate in other tasks that may arise from time to time such as interviewing for new staff, helping with appeals and fundraising
- To keep informed about the activities of the charity and wider issues which affect its work

- To monitor and evaluate the work of the charity on a regular basis. This included receiving reports from staff, staff supervision, receiving feedback from service users and other agencies
- To ensure that the charity is a good employer of its paid and voluntary staff
- Provide opportunity for staff to meet with the board

PERSON SPECIFICATION

A Trustee should have an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship. It is expected that a Trustee takes ownership to develop and maintain this understanding and application of duties. In addition to having:

- a commitment to the organisation.
- A willingness to devote the necessary time and effort
- Good, independent judgement
- An ability to think creatively
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (see appendix 1)

Experience and knowledge

- Understanding and evidence of commitment to equal opportunities and diversity statement (E)
- Legal Requirements of a Charity (D)

Skills and attributes

- Be objective and unbiased (E)
- Support and encourage other members (E)
- Be approachable (E)

E = Essential

D = Desirable

Time requirements

To be able to attend scheduled committee meetings each year and read papers for each board meeting.

To be available to for consultation, support and guidance on an ad hoc basis. Much of this contact will be via telephone or e-mail.

Support for the Trustee

Trustees are provided a welcome pack to support on boarding and access to training. In addition, Trustees are actively encouraged to identify their own training or development needs including access to a mentor/peer support.

Appendix 1

Nolan Principals

An overview of the 'Nolan principals' which are the basis of the ethical standards expected of public office holders

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

Leadership Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.