

TRUSTEE role description

General Duties and Responsibilities:

- To ensure that the organisation complies with its governing document, (i.e. its trust deed, constitution or memorandum and articles of association) charity law and any other legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure that the organisation applies its resources exclusively in pursuance of its objects (i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile those activities are).
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard and ensure the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property and to ensure the proper investment of the charity's funds.
- To appoint the chief executive officer and monitor his/hers performance.
- To sit on appraisal, recruitment and disciplinary panels as appropriate
- Each trustee should use any specific skills, knowledge or expertise they have to help the board reach sound decisions
- To develop a knowledge and understanding of carers and of the work undertaken by RCC
- Regular attendance at Board Meetings, the Annual General Meeting and any special review/strategic planning meetings
- Reading and scrutinising Board papers in preparation for meetings
- Attending training as required
- To assist RCC achieve our commitment to being more environmentally responsible and to reduce our carbon footprint.

Person specification

- A commitment to the organisation
- Leadership skills
- Good communication and interpersonal skills
- A willingness to devote the necessary time and effort - approximately 1 -2 days per month
- Strategic vision
- Good, independent judgement
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team – possibility with specific involvement in one area

OUR MISSION

RCC to deliver and be the gateway to direct support, information and access to services for carers in the London Borough of Richmond upon Thames.

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Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Reviewed and approved February 2020