

Richmond Carers Centre: Trustee Role Description

Volunteer Role:	Trustee
Regular Commitment:	1 – 2 days every 4 – 6 weeks
Length of Trustee Role:	Minimum of 1 year
Organisation:	Richmond Carers Centre (RCC)
Supported by:	CEO / Chair of the Board of Trustees
Base:	5 Briar Road, Twickenham. TW2 6RB / Meetings can also be provided via video platforms or telephone

Purpose of Role and Key Responsibilities

To work with the Board of Trustees to deliver Richmond Carers Centre's mission to deliver and be the gateway to direct support, information and access to services for unpaid carers in the London Borough of Richmond upon Thames.

To be an active member on the Board of Trustees that seeks to give a firm and strategic direction to the organisation, supporting the CEO in the leadership of RCC.

To ensure that the organisation complies with the terms of its governing documents, charity law and any other relevant legislation and that it applies its resources exclusively in pursuit of its objectives.

To be responsible for ensuring the financial stability of the organisation, the sound investment of the charity's funds and the safeguarding of its property.

To be responsible for setting overall policy, defining goals, setting targets, evaluating performance against these targets and the efficient administration of the organisation.

To ensure that the good name and values of the organisation are always maintained.

Trustee Requirements

1. To regularly attend board meetings that are held every six to eight weeks.
2. To read and review papers circulated in advance of board meetings and the Annual General Meeting to actively contribute to discussions and strategic decision making.
3. To support the CEO and Chair of the Board of Trustees in their leadership roles and to use their specific skills, knowledge or expertise.
4. To develop a knowledge and understanding of unpaid carers and the work undertaken by RCC. Personal experience of a role as an unpaid carer would be highly beneficial, although not essential.
5. To undertake specific pieces of work, either individually or as part of a small group, to assist the board in its work.
6. To work effectively as a member of the Board of Trustees and work cooperatively with colleagues.

7. To have good communication skills and be able to express their views in a way that is both constructive and empathetic to their colleagues.
8. To have an understanding of the responsibilities and liabilities of trusteeship or be prepared to undertake training to acquire such knowledge.
9. To participate in learning and development as necessary and other core training needs as identified by Richmond Carers Centre.
10. To embrace the organisational values
 - **Reliable:** Integrity and respect are important to us. We will do what we will say.
 - **Responsive:** Listening, caring and empathy underpin our approach.
 - **Collaborative:** We are committed to working with our team, with carers and others to deliver the best service we can.
 - **Innovative:** We are creative and solution focused, using our knowledge and experience to continually improve our offer.
 - **Driven:** We believe in what we do and strive to make a positive difference.
11. To comply with Richmond Carers Centre's Policies and Procedures, including those on equal opportunities and diversity, safeguarding, confidentiality, general data protection regulations and health and safety.
12. To assist Richmond Carers Centre achieve our commitment to being environmentally responsible and to reduce our carbon footprint where possible.

**This post is subject to the trustee undertaking an enhanced DBS check - renewable every 3 years.
RCC is committed to supporting access to learning and development to perform the role to its full potential.**