



Role of a Trustee

The duties outlined below for a Trustee are not exhaustive but they do cover the main areas of responsibility that an individual joining the Board is expected to take on. These fall into 4 broad areas:

- Financial responsibilities
- Accountability to beneficiaries and charities commission
- Conduct
- Decision Making

Role Description for the Trustee

- 1 To ensure that the organisation acts at all times in line with its constitution, Memorandum and Articles of Association, charity and company legislation and all other legal or funders requirements (Articles and Memorandum attached).
- 2 To ensure that he/she understands the constitution and other key governing documents of the organisation
- 3 To act at all times in the best interests of the organisation and its beneficiaries and in accordance with the Hospice's vision, mission and values
- 4 To ensure that the organisation acts at all times in line with its objectives as a charity and that decisions made by the Board are in line with the charitable objectives, ie. that all business conducted by the organisation is for the benefit of the community and in line with the constitution
- 5 To ensure that the organisation meets all statutory duties e.g. health and safety, equal opportunities, CQC registration
- 6 To ensure that all the assets of the organisation are well managed and maximised where possible

- 7 To ensure that the organisation manages its finances and other resources prudently and efficiently and is able to account for all income, expenditure, investments etc. at any time and is financially stable
- 8 To ensure the organisation is effectively managed and services delivered in line with all requirements
- 9 To ensure that the organisation makes the necessary returns to the charity commissioners and Companies House as required
- 10 To understand, contribute to the development of, and be committed to the strategic aims and goals of the organisation
- 11 To take responsibility for contributing to strategic planning, and for ensuring policy formulation, goal setting, monitoring and evaluation performance and service delivery takes place
- 12 To ensure that all the information and reports needed to make sound decisions are received and that these are read and understood
- 13 To take advice from other sources including legal and financial advice where this is necessary and where the Board does not have the required expertise
- 14 To ensure that the organisation is appropriately insured
- 15 To work collaboratively with other Board members and to ensure the Board is an effective body acting in the interests of the organisation and its beneficiaries
- 16 To attend the board and sub-committee meetings on a regular basis and read all the papers, contribute and make decisions
- 17 To participate in tasks as required over and above Board meetings (from time to time)
- 18 To keep informed on issues which affect the organisation and to promote the organisation externally
- 19 To declare any conflicts of interest as soon as they are known
- 20 To comply with Hospice policies and procedures in so far as they apply to volunteer appointments.

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