

## Role and Responsibilities of a Trustee of Wessex Children's Hospice Trust

- This document outlines the roles, responsibilities and tasks which Trustees are expected to carry out as follows:
- Contribute actively to the Board of Trustees' role in giving strategic direction to the Trust, setting
- overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- Ensure the Trust complies with its governing document (Memorandum & Articles of Association),
- charity law, company law and any other relevant legislation or regulations.
- Ensure that the Trust pursues its objects as defined in the governing document.
- Ensure that the Trust applies its resources exclusively in pursuance of its objects.
- Ensure the effective and efficient administration of the Trust.
- Ensure financial stability of the Trust.
- Protect and manage the property of the Trust and ensure the proper investment of the Charity's
- Funds.
- Ensure that the Trust has a fundraising strategy that complies with the Code of Fundraising Practice.
- Monitor the implementation of all internal policies.
- Ensure that risk assessments for all aspects of the Trust are carried out.
- Safeguard the good name and values of the Trust.
- Disclose any potential conflict of interest or loyalty
- Attend and play an active role in Trustee meetings
- Promote a strong and effective working relationship between the trustees and senior management team
- Appoint the Chief Executive Officer (and key senior managers) and monitor performance.

In addition to the above statutory duties, each Trustee will be expected to use their respective specific skills, knowledge or experience to support 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 expertise
  - promoting the charity to their personal network
- Board meetings are held quarterly and last approximately 3 hours. Ad hoc working parties meet when required.

### **General skills and attributes of Trustees**

- Commitment to the Trust and cause
- Confidentiality
- Honesty
- Impartiality
- Integrity
- Objectivity
- Openness
- Willingness to devote the time required
- Confident personality
- Focus on delivering excellence
- Positive
- Self-motivated
- Supportive Sense of humour

### **Overall functional skills/experience required by the Board**

- Medical and nursing
- Finance and accounting
- Legal
- Government & local government
- Social care
- Safeguarding
- Fundraising
- Organisational Development
- HR & management
- Retail
- PR, Comms and digital marketing
- Property

### **Disqualification**

Individuals cannot be trustees if they:

- have an unspent conviction for an offence involving deception or dishonesty;
- are currently declared bankrupt, subject to bankruptcy restrictions or an interim order;
- have an individual voluntary arrangement to pay off debts with creditors;
- have previously been removed from trusteeship of a charity by the high court or the Charity Commissioners due to misconduct or mismanagement;
- Are disqualified from acting as a company director
- Are disqualified by a discretionary order of the Charity Commission under section 181A Charities Act 2011
- are under age 16.