

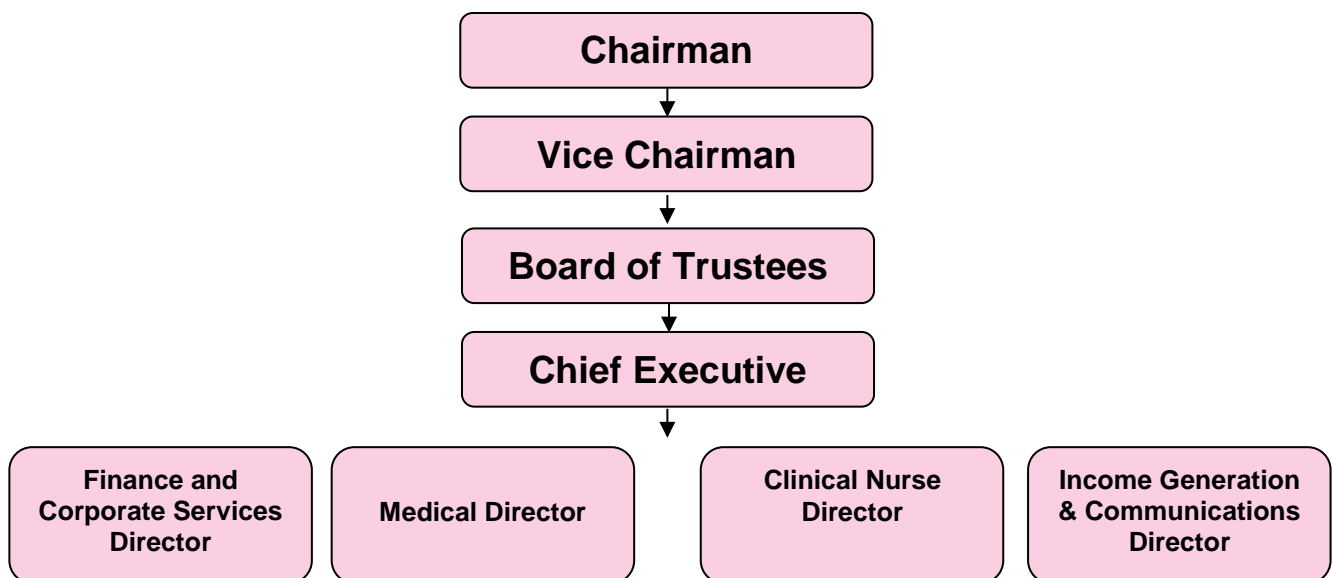
# Board of Trustees Role Profile

**Role Title:** TRUSTEE

**Reports to:** Board of Trustees

**Accountable to:** Chairman of the Board of Trustees

## ORGANISATION CHART



The duties and responsibilities of this role have been assessed as levels of competence and reflect the skill and knowledge required to satisfactorily perform the duties of the role.

## PURPOSE

To ensure delivery of the aims and objectives of the organisation and to provide it with strategic guidance to determine its future direction whilst being custodians and guardians of its purpose and vision.

## KEY WORKING RELATIONSHIPS

- Chairman
  - Fellow Trustees
  - Chief Executive
  - Senior Leadership Team
  - Managers
  - Staff
  - Volunteers
- } Through sub-committee work

## ROLE PROFILE

<b>Job Title:</b>	<b>Trustee</b>
<b>Reports to:</b>	<b>Board of Trustees</b>
<b>Accountable To:</b>	<b>Chairman of Board of Trustees</b>

## RESPONSIBILITIES

A Trustee must ensure the organisation:

- operates within the objects set out in the Memorandum and Articles of Association (MAA)
- utilises assets and resources for charitable purposes in line with the MAA
- gives due attention to charity and company law
- adheres to the organisation's values, principles and behaviours

Trustees provide the organisation with strategic guidance and maintains a governance perspective to ensure it is well managed and administered and that resources are used appropriately.

Trustees are charged within company and charitable law with:

- serving the whole organisation and not as a representative of any specific interest group
- acting in the best interests of the organisation at all times
- ensuring the organisation complies with its governing documents (MAA) Charity law, company law and other relevant legislation or regulations
- the organisation's resources are used exclusively in pursuit of its charitable objects

The Trustees have a duty to ensure the Board operates effectively and

- agrees the organisation's strategic direction and goals
- approves the overall organisational policies
- evaluates the organisation's performance on a regular basis and holds the Chief Executive accountable
- ensures financial stability, acts on financial and other monitoring information presented to it
- sets the boundaries of management authority via a scheme of delegation
- delegates the implementation of its decisions to the Chief Executive and Senior Leadership Team
- annually reviews the performance and development of the Chief Executive via the Chairman
- reviews its own performance annually

## COMMITMENT

- Attend meetings of the Board (6 per year) and actively contribute your expertise
- Attend the Annual General Meeting and the Strategic Planning Away Day
- Participate in at least one sub-committee
- Be willing to act as chair of a sub-committee on request
- Be subject to an appraisal process conducted by the Chairman

## REMUNERATION AND EXPENSES

- The role of Trustee of Bolton Hospice is voluntary and Trustees will not receive any remuneration for their services on the Board
- Out-of-pocket expenses incurred by Trustees in the course of carrying out the role will be reimbursed in accordance with the organisation's expenses policy

## CONFLICTS OF INTEREST

Trustees have a duty to:

- declare any potential conflicts of interest relevant to their Trustee role e.g. where the individual has an interest in a company that may wish to provide a service to the organisation
- take steps to resolve any conflicts that may arise. In instances of private interests conflicting with Trustee duties, the Trustee must resolve this conflict in favour of the Trustee role or resign.
- declare any financial interest in a matter under discussion and withdraw from the room unless he/she has a dispensation to speak
- declare an interest in any matter which might reasonably cause others to think it could influence their decision. He/she should state the nature of the interest but may remain in the room and participate in the discussion
- consult with the Chair if in any doubt about the application of these rules

## GENERAL

- Operate within agreed Hospice policies, procedures and guidelines
- Attend in-house training days as appropriate, including all mandatory updates on Health & Safety, Fire Safety, Information Governance etc.
- Attend updates and courses in order to maintain own knowledge and skills

### **1. Health and Safety**

Everyone has a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Hospice procedure.

Ensure Health & Safety legislation is complied with at all times, including COSHH and Workplace Assessment.

### **2. Confidentiality**

During or after your employment with us, you must not disclose any trade secrets or any information of a confidential or sensitive nature about:

1. Bolton Hospice or
2. any of our service users; or
3. any of our employees / volunteers

There is an exception if you need to share this information as part of your job or if you are made to by law.

It is the responsibility of all staff and volunteers to ensure data security. You will be responsible for the confidentiality, integrity and availability of all data which you have access to in the course of your role.

You must adhere to our Data Protection Policy and associated policies, which will all be made available to you. Failure to adhere to these policies may result in disciplinary action.

### **3. Training**

Trustees are encouraged to actively participate in appropriate knowledge and awareness development.

Trustees are subject to an annual appraisal process led by the Chairman.

### **4. Safeguarding Vulnerable People (Children & Adults)**

All Trustees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice.

## 5. Data protection

It is the responsibility of all staff, Trustees and volunteers to ensure data security. You will be responsible for the confidentiality, integrity and availability of all data to which you have access in the course of your role at the hospice.

You are required to comply with the Employer's Data Protection Legislation Policy. Failure to adhere to this policy will render you liable to disciplinary action, which may include dismissal.

All personnel records are subject to Data Protection Legislation (DPL). DPL covers the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) and all applicable laws and regulations relating to the processing of personal data and privacy, including any amending or replacement legislation in force. Your personal data will be dealt with in accordance with the Employer's policies, procedures and privacy notices in place from time to time. This includes making personal data available to those who provide products or services to the Employer (such as advisers and payroll administrators), regulatory authorities and professional bodies.

Current UK data protection legislation and our privacy policy is available to view at [www.boltonhospice.org.uk](http://www.boltonhospice.org.uk) or upon request. Your information will be:

- held securely
- we will never sell it to anyone else
- you have the right to view your personnel records at any time by applying in writing to the Chief Executive, Bolton Hospice, Queens Park Street, Bolton, BL1 4QT
- You have the right to erasure and rectification

## 6. Confidentiality

During or after your employment / term with us, you must not disclose any trade secrets or any information of a confidential or sensitive nature about:

- **Bolton Hospice**; or
- any of our service users; or
- any of our employees / Trustees / volunteers

There is an exception if you need to share this information as part of your job or if you are made to by law.

It is the responsibility of all staff to ensure data security. You will be responsible for the confidentiality, integrity and availability of all data which you have access to in the course of your work.

You must adhere to our Data Protection Policy and associated policies, which will all be made available to you. Failure to adhere to these policies may result in disciplinary action.

This role profile is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Name:			
Signature:		Date:	

## TRUSTEE: PERSON SPECIFICATION

Heading	Specification
<b>1. Commitment</b>	1.1 To the purpose and ethos of Bolton Hospice 1.2 To honesty, integrity, fairness and the Trustee Code of Conduct To 1.3 respect the role of others and to govern not manage 1.4 To prepare for meetings, respect confidentiality; be open to learning and professional development 1.5 To be prepared to give sufficient time to effectively fulfil the role of Trustee
<b>2. Experience</b>	2.1 Significant experience in a specified field that meets the needs of the Board at the time of recruitment. This ensures a balanced Board composition
<b>3. Knowledge</b>	3.1 Hospice Governing Document (MAA) and Governance Manual Hospice main 3.2 strategic and business planning documents 3.3 Sufficient understanding and recognition of the needs of those served by Bolton Hospice
<b>4. Skills and Abilities</b>	4.1 Think and work strategically 4.2 Work as a team player 4.3 Act as an effective ambassador for the Hospice 4.4 Work effectively on a committee or in a group 4.5 Make effective decisions based on reports, written information and statistical data 4.6 Listen well, allow others to contribute, articulate reasoned argument 4.7 Influence through persuasion 4.8 Establish effective working relationships with a diverse range of colleagues and local people in an open, positive and accessible way

## **A simple introduction to the Trustee Board, Charity and Company status**

All registered charities by law must have a Board of Trustees

The Trustee Board is tasked with setting the strategy for the charity which the executive (generally paid staff) is then tasked to deliver.

The Board is accountable in law to the charity's donors through the Attorney General and the courts and is, ultimately, responsible for everything the charity does.

There is normally a Chair of Trustees, Vice-Chair and Secretary, and in bigger charities smaller groups of Trustees form sub-committees to examine in more detail specific topics such as finance, audit and risk management.

For many years, most Trustees tended to be appointed because they knew someone who was already a Board Member but, more recently, lots of charities have attempted to be more professional about the way they recruit Board Members, conducting skills audits to identify gaps and then advertising publically for suitable candidates.

As a Company Limited by Guarantee each Trustee Board Member's liability is limited to the nominal sum of £10 which he or she guarantees to pay if the Company has debts on winding up.

This means that the personal assets of the Member are not usually at risk if the company is liable for debts.

It is however, important to remember that the liability is only protected if the Board can demonstrate that it has been acting with due care and diligence by meeting regularly, scrutinising reports and monitoring the financial position of the charity/company limited by guarantee.

A Company Limited by Guarantee is a democratic structure, controlled by its Members who elect the Board of Trustees at an Annual General Meeting (AGM).

Members cannot benefit from any surplus made by the Company.

Being a Company Limited by Guarantee not only protects Trustees from liability but it allows the Company to undertake activities in its own right such as owning property, running charity shops or operating a lottery.

A Company Limited by Guarantee has a constitution (set of rules) which is in two parts.

**Memorandum of Association** which sets out the objectives of the Company, the powers the Company has to pursue its objects and the extent of the liability of the Members should the company wind up.

**Articles of Association** which state the rules governing how the company is to be run, including procedures at meetings, voting procedures, accounting procedures and the method of electing the Board of Directors (Trustees).

A Company Limited by Guarantee can also be a Registered Charity provided that's its objects are charitable.

### **Bolton Hospice is a Registered Charity and a Company Limited by Guarantee**

Our charitable objects are:-

“To promote the relief of persons of either sex (without regard to race or creed) who are suffering from any chronic or terminal illness or from any disability or disease attributable to old age or from any other physical or mental infirmity, disability, or disease in such a way as the Association shall from time to time think fit.”