

## **Role Description and Person Specification**

### **Queenscourt Hospice Trustee (non-renumerated role)**

#### **The duties of a trustee are as follows:**

- Ensuring that the organisation pursues its stated purpose as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place and participating in identified training
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the executive team

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help 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 special expertise.

#### **Person specification:**

- A commitment to the organisation and a high level of integrity
- A willingness to devote the necessary time and effort
- Strategic vision and an ability to think creatively
- A willingness to participate in decision making and to offer constructive challenge
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and motivate self and others
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- An ability to build trust and confidence with other Board members, the Executive team and other stakeholders

#### **Fit and Proper Persons Checks:**

- All trustees will require a satisfactory enhanced Disclosure and Barring Service (DBS) check
- Trustees must meet the requirements of the CQC guidance on Fit and Proper persons