

Trustees of Rising Voices Wessex Job Description



Overall Purpose

The Board of Trustees ultimately take responsibility for the work that the charity does and the way in which it spends its money to achieve its aims, overall governance and strategic direction. Trustees are also legally responsible for ensuring that the organisation operates to standards set by the Charity Commission.

Remuneration and Term of office

The role is a voluntary one. However expenses may be paid in accordance with the charity's policy and procedures. The board currently meet a minimum of four times a year.

The appointment will be for an initial three years and subject to satisfactory performance may be extended for a second term of office.

Main Responsibilities of Trustees

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.

- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Working closely with the Board of Trustees and external partners to ensure each part of the organisation serve the community we support, complies with statutory duties and contribute effectively to the charities overall aims.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

Accountable to:

As the Board we are responsible and liable for the governance and functioning of the charity and accountable in varying degrees to a variety of stakeholders, including: service users, members and the Charity Commission.

Trustee Person Specification

- Board level experience is desirable.
- Good communication/interpersonal skills.
- Understanding and acceptance of legal duties, responsibilities and liabilities of Trusteeship.
- Strategic perspective and vision.
- Experience in goal setting, monitoring and performance.
- Commitment to the work of Rising Voices Wessex and what we set out to achieve.
- Ability to work collaboratively and constructively as a member of the board.