



## Trustee Role Description

### Terms and Person Specification

#### Role Description

##### Main Purpose

The Board of Trustees is the governing body of Knowsley Disability Concern (KDC) and is ultimately responsible for all of the Charity's activities. Trustees must act personally within the board and stand by all decisions made. Trustees are company directors of KDC under the Companies Act.

##### Main Duties

- Ensure that KDC complies with its constitution, charity law, company law and any other relevant legislation or regulations.
- Ensure clear strategic direction and contribute to setting overall policy, defining goals, setting targets and evaluating performance.
- Approve KDC's strategic plan and annual budget.
- Safeguard KDC's reputation and promote its vision, purpose and beliefs.
- Ensure financial stability, protect KDC's assets, ensure the proper investment of funds and effective administration.
- Approve KDC's annual report and accounts.
- Receive the auditor's report.
- Ensure that an Annual General Meeting is held every year.
- Attend Board meetings and participate fully, considering the views of others and acting in the best interests of KDC and uphold all Board and Committee decisions.
- Undertake Board committee responsibilities as appropriate.
- Attend an induction programme, away days and on going development programmes
- Maintain appropriate confidentiality, disclose any conflicts of interest and abide by the Code of Conduct and policies and procedures.

- Act as an ambassador for KDC.
- Participate in the appointment process of the Chief Executive Officer and ensure that his/her supervision and annual appraisal are properly carried out.

## **Time Commitment and Terms**

### Time requirement

- The minimum requirement is to be willing and able to attend four Board meetings a year and one away day. Involvement in at least one Board Committee will normally be expected, necessitating attendance at committee meetings four times a year. Time will also be needed to prepare for meetings. Also to participate in Trustee learning and development. Involvement in other activities will be at the discretion of the individual Trustee.
- Abide by the Code of Conduct.

### Terms

- This is a voluntary role but all reasonable expenses will be reimbursed (see below).
- The term of office is usually three years after which Trustees may offer themselves for re-election.

### Disclosure

- Trustees have to declare interests, gifts and hospitality in accordance with KDC's standing orders.

## **Support Provided**

- KDC will pay out of pocket expenses, including travel and subsistence, for communication support and other costs incurred, as agreed to enable you to perform your Trustee duties.
- A full induction programme will be arranged.
- Opportunities will be offered to attend relevant events within both KDC and the sector.
- Specific training, where needed, can be arranged.
- All papers are available in alternative formats if needed and arrangements will be made to address other access needs at meetings.

## Person Specification

As a Trustee, you must have:

- Commitment to the human rights of disabled people, and to the mission of disabled people achieving equality.
- Recognition of the value of diversity.
- Strategic vision and ability to think both strategically and creatively.
- The ability to listen to/read/assimilate information quickly and effectively.
- Good, independent judgement and the ability to contribute constructively to discussions.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to act corporately and not in the interests of particular groups.
- An ability to work effectively as part of a team and accept collective responsibility and authority.
- The ability to engage effectively with a wide variety of people and organisations and the ability to act as an ambassador for KDC.
- Commitment to the seven principles of public life: Selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

You will also have demonstrable evidence of achievement in the area of expertise you will bring to the Board. To be sure we have suitable skills on the Board, we are particularly looking for applicants who are:

- disabled people who are at the top of their chosen fields;
- individuals who have high-level corporate or public sector experience;
- experienced in the areas of
  - marketing;
  - finance;
  - law; and
  - fund-raising