

Trustee Job description

The duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects, as defined in the Constitution (governing document), by developing and agreeing a long-term strategy which addresses the needs of all the communities in which we serve
- Ensuring that the organisation complies with its governing document, 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 (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, evaluates performance against agreed targets and takes correcting action as needed
- 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
- 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 chief executive
- Planning for the future of the board membership and developing diversity strategies to support the development and future appointment of any under represented groups at board level.
- 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 an understanding of the needs of people affected by cardiomyopathy and myocarditis
- A willingness to devote the necessary time and effort (5 meetings per year plus any special responsibility work and a commitment to undertake any training needed on trustee duties)
- An ability to think strategically about the goals and operation of the charity
- An ability to understand reports and financial information and reach decisions based on evidence provided
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team