

Role Description - Trustee

The role of the Trustee is to utilise his or her personal skills, experience and knowledge to help lead Caritas Care in the delivery of its charitable objects and fulfilment of its mission, vision and values. The Trustee is expected to be an active and contributing member of the board, ensuring compliance in all areas of legislation, policy and procedure and setting the strategic direction of Caritas Care.

STATUTORY DUTIES

- Ensure that Caritas Care complies with its governing document, Charity and Company Law and any other relevant legislation or regulations.
- Ensure that Caritas Care pursues its objects as defined in its governing document.
- Ensure Caritas Care uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities, which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Give firm strategic direction to Caritas Care, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of Caritas Care.
- Ensure the effective and efficient administration of Caritas Care.
- Ensure the financial stability of Caritas Care.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To sit on an appropriate sub-committee.
- To attend appropriate training events.
- From time to time, attend functions and other meetings in the interests of Caritas Care.

OTHER DUTIES

In addition to the above, each Trustee should use any specific skills, knowledge or experience he or she has to help the Board of Trustees reach sound decisions. This includes:

- Scrutinising board papers.
- Taking an active involvement in the life of the charity in order to gain insight and an understanding of the services delivered.
- Focusing on key issues
- Providing guidance on new initiatives and other issues in which the Trustee has special expertise.

THE TRUSTEE'S ROLE AS COMPANY DIRECTOR

Caritas Care is incorporated as a charitable company limited by guarantee. Trustees of the charity also act as Directors of the charitable company and take on the duties, roles and responsibilities of Directors:

- To act within the powers conferred by the Company's constitution and only to exercise powers for the purposes for which they are conferred
- To act in a way which promotes the success of the company
- To exercise independent judgment
- To exercise reasonable skill, care and diligence
- To avoid conflicts of interest
- Not to accept benefits from third parties
- To declare interest in proposed transactions or arrangements

TIME COMMITMENT

Trustee Board Meetings are held quarterly and usually at the charity's Head Office in Preston, currently at 4.00pm.

In addition, there is currently a finance sub committee, who meet quarterly.

There are also bi-annual Trustee Away Days and an annual AGM, which Trustees are expected to attend.

Trustees will be expected to demonstrate:

- Willingness to attend Board and other meetings
- Willingness to undertake visits and other trustee responsibilities as required
- Willingness to undertake training and participate in evaluation of the Board's work
- Willingness to undertake a DBS disclosure

Mary Leavy

Chair of the Board of Trustees – February 2022

Trustees of Caritas Care are voluntary roles for which there is no remuneration except for reimbursement of reasonable and exceptional expenses

CORE RESPONSIBILITY	HOW ADDRESSED BY THE WORK OF THE BOARD
Setting the strategic aims	Reviewing and approving business plans, organisational strategies and key policies/initiatives
Monitoring the work of the charity	Reviewing progress against agreed objectives and key performance measures as set out in the Balanced Scorecard Performance Management Framework
Taking responsibility for the solvency of the charity	Carrying out agreed financial scrutiny
Employment, management and welfare of staff	Reviewing and approving key policies, strategies and objectives
Compliance with legislation	Reviewing and approving organisational policies and strategies to ensure compliance; ensuring appropriate expertise and professional advice is in place, whether on the staff body or externally

Person Specification - Trustee



Caritas Care Trustees will be expected to act in the best interests of the charity and demonstrate the following:

- Commitment to the values and ethos of Caritas Care
- Willingness to devote the necessary time, effort and enthusiasm to the duties and responsibilities of a trustee
- Strategic vision to effect change and meet the charity's objectives
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team
- Commitment to Equal Opportunities and the promotion of diversity

Specialist Knowledge and Experience

Applications are particularly sought at this time from people who have the following experience:

- Adoption, fostering or Children's Social Care
- Learning disability
- As a service beneficiary
- As a member of a minority ethnic community

The range of knowledge and experience that may also be of benefit to the Board of Trustees might include one or more of the following:

- Fundraising
- Work at a senior level within the public or voluntary sector
- Charity or business administration
- Sales and marketing
- Social work practice, particularly in relation to adoption, fostering, learning disability, and community work
- Lived experience as a service beneficiary

Trustees of Caritas Care are volunteers, for which there is no remuneration except for re-imburement of reasonable and exceptional expenses.

Mary Leavy

Chair of the Board of Trustees | February 2022 (revised October 22)