

TRUSTEE VOLUNTEER

Hillingdon Shopmobility, Uxbridge

WHAT IS HILLINGDON SHOPMOBILITY

Hillingdon Shopmobility is a charity run solely by volunteers. We are based in the Chimes Shopping Centre, Uxbridge, and provide daily hire of scooters and wheelchairs for use in the Uxbridge shopping area. The service is available to anyone with permanent or temporary disability.

THE ROLE OF A TRUSTEE

Being a Trustee of a charity can be a rewarding and fulfilling role. As a trustee of Hillingdon Shopmobility, you will ensure that the charity fulfils its duties through overseeing the activities of the charity and managing charity resources (including volunteers) to deliver on its vision, mission and values. The Statutory Duties of a Director are to:

- Ensure the organisation complies with its governing document.
- Ensure that the organisation pursues its objectives as defined in its governing document.
- Ensure the organisation applies its resources exclusively in pursuance of its objectives – the organisation must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- Contribute actively to the Board of Directors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- Ensure that the organisation has a clear vision, mission and strategic direction and is focused on achieving these.
- Be responsible for the performance of the organisation and for its “corporate” behaviour; ensuring that the organisation complies with all legal and regulatory requirements.
- Act as guardians of the organisation’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensure that the organisation’s governance is of the highest possible standard. As well as the various statutory duties, a Trustee should make full use of any specific skills, knowledge or

experience to help the board make good decisions. The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

In addition to the legal requirements a trustee of Hillingdon Shopmobility would be expected to:

1. Read the National Federation of Shopmobility Manual.
2. Be fully conversant with the Governing Document.
3. Read "Charity Governance Code" or/and "Essential Trustee".
4. Be passionate about our aims of improving the independence and quality of life of people of all ages through supporting and promoting the provision of services to increase mobility. Use the social model definition of disability: "An individual is disabled because society does not meet their needs. Therefore, a person with a particular condition becomes disabled when they are prevented from taking an equal part in life e.g. by inaccessible facilities or by attitudes of other people and organisations."
5. Ideally, be prepared to give up a few hours of free time each month to Hillingdon Shopmobility. This does not necessarily mean working in the "shop" hiring out equipment but can be providing a certain skill such as promotions, legal or managerial. Ideally, even if providing a specialist skill this would be in the shop. This requirement does not apply to disabled trustees as their insight is of huge value.
6. Be prepared to attend meetings and prepare fully for them.

DESIRED ATTRIBUTES

1. A passion to deliver equal opportunity.
2. Spare time to attend meetings and to volunteer a few hours a month.
3. A skill that is useful to Hillingdon Shopmobility such as legal, accountancy, marketing. However, a skill is of secondary importance to a passion for delivering equal opportunity and spare time given.

TO APPLY

An H4ALL application form must be completed. Please note H4ALL require two references.

To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk
OR
- Post to H4All, Volunteer Development Team, Key Hse, 106 High St, Yiewsley, UB7 9BQ