

Trustee - Role description

Scope and purpose

To work with Board colleagues to ensure effective governance of Carers Trust Hillingdon and its compliance with legal, charitable and statutory responsibilities

To form a clear understanding of the Board's role and legal responsibilities, with particular regard to:

- Charity Commission's guidance, 'The Essential Trustee'
Carers Trust Hillingdon's governing document detailed in its Memorandum and Articles of Association

To be committed to good governance and have a desire to contribute to the charity's continued improvement

Your time permitting, to consider becoming a member of at least one sub-committee of the Board, to be agreed depending on skills and areas of interest. (Current sub-committees are: Finance, Executive, Quality, Fundraising and Health and Safety)

To represent the community's views on the Board and, wherever possible, to use lived experience of caring to inform the development of the organisation in meeting carers' needs

Means

- To receive and consider all reports to the Board in advance of each meeting, including (but not exclusively):

Every meeting:

- Chief Executive's report
- Management accounts
- Funding status table
- Safeguarding report
- Fundraising report
- Health and safety report
- Quality report
- H4All CIO update report

Twice per year (unless increased frequency is required in response to a particular issue):

- Risk Register
- Two Organisational Delivery plans (Young carers and Adult carers)
- Contract Monitoring reports

Annually:

- Sustainability plan
 - Effective governance review
 - Corporate grant monitoring report
- Contribute to an ongoing assessment of the external environment in which Carers Trust Hillingdon operates
 - Annually review and approve the organisation's budget
 - Approve the major actions of the organisation, including capital expenditure, on all items over authorised limits and any major changes in activities and services
 - In rotation, receive feedback from Business Continuity, Advice, Young Carer and Health And Wellbeing teams as the four core team of the organisation in order to maintain an overview of services and current organisational challenges
 - Visit Carers Trust Hillingdon services as desired to understand our provision and to form good relationships with operational staff
 - Ensure that the Board is adequately informed (through reports and presentations) about all core business and request more information if required
 - Develop own portfolio of work according to skills, knowledge and areas of interest
 - To act as an ambassador for the organisation at all times and represent Carers Trust Hillingdon as required at external meetings

The position requires:

- Attendance at six Board meetings per year
- Attendance at six meetings per year of each chosen sub-committee(s) (optional)
- Attendance at the annual AGM
- Attendance at the annual Trustee planning away day
- Voluntary attendance, as desired, at team and Hillingdon Carers Partnership planning away days