



ROLE DESCRIPTION - TRUSTEE BOARD MEMBERS

Sue Lambert Trust (SLT) is a registered Charity and a Company limited by guarantee. Responsibility for its management, sustainability and operations lies with its Board of Trustees which is made up solely of volunteers.

As a Board Member out of pocket expenses will be reimbursed including mileage to and from meetings.

PURPOSE

- To always work constructively with board member colleagues and the Chief Executive in the best interests of the organisation
- To ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- To ensure that the organisation complies with its governing document (i.e. memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. 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
- To ensure that the organisation defines its goals and evaluates performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- To ensuring the financial stability of the organisation
- To protect and manage the property of the charity and ensuring the proper investment of the charity's funds
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
- To ensure the organisation complies with legal, regulatory and best practice requirements
- To ensure that the highest standards of governance and probity are maintained

OPERATIONAL RESPONSIBILITIES

- To attend a minimum of 6 Trustee meetings per year (face to face or via remote video)
- To attend training and development events as and when required
- To provide mentoring support to existing and new Trustee Board members as appropriate

PERSONAL QUALITIES, SKILLS AND EXPERIENCE

Trustee Board members will have individual areas of expertise which they will apply when carrying out their duties as a trustee. In addition they will demonstrate key qualities, skills and experience as outlined below:

- Excellent communication and interpersonal skills
- Ability to analyse data and reports
- To be able to exercise reasonable diligence and care when making decisions about the future of the Trust
- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.