



ROLE DESCRIPTION - VOLUNTEER 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.

PURPOSE

To work with Trustee Board Member colleagues to:

1. Agree and decide the strategic direction of the organisation
2. To review SLT's vision, aims and objective to ensure they remain valid and relevant
3. To manage SLT's resources showing due diligence and duty of care to ensure that sufficient resources are available to deliver SLT's vision
4. To ensure the organisation complies with legal, regulatory and best practice requirements
5. To ensure that the highest standards of governance and probity are maintained

STRATEGIC RESPONSIBILITIES

1. To agree Service delivery plans and strategies as appropriate
2. To monitor and review the performance of the service
3. To oversee the financial business of SLT including agreeing and reviewing budgets
4. To ensure proper accounting processes are in place and maintained
5. To develop and review Governing Documents to ensure that they support the delivery of the service and comply with legal, regulatory and best practice requirements
6. To ensure that appropriate policies are in place as required for the effective and efficient delivery of the service, and monitor the delivery of approved policies
7. To promote and support effective communication and consultation with staff and volunteers
8. To ensure effective policies and processes in place for the management and support of staff and volunteers
9. To ensure that SLT complies with all statutory, regulatory and best practice requirements in particular in relation to Company and Charity Commission requirements

OPERATIONAL RESPONSIBILITIES

1. To attend 8 Trustee meetings per year
2. To attend training and development events as and when required
3. To help organise and attend the Annual General Meeting
4. To assist in the preparation of funding bids
5. To contribute to the development of the services

6. To provide mentoring support to existing and new Trustee Board members as appropriate

10. To ensure that statutory documents are delivered to the Registrar at the Companies House and the Charity Commission as and when required in particular:

- Accounts
- Annual returns
- Notice of change of directors or secretaries
- Notice of change of registered office

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:

1. Excellent communication and interpersonal skills
2. Negotiation skills
3. Ability to analyse data and reports
4. Personal integrity, and an open and honest approach
5. To be able to exercise reasonable diligence and care when making decisions about the future of the Trust