

Role Description Trustee, Cymorth Cymru

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	Wales
Time commitment:	A minimum of 4 Board meetings per year, annual Board awayday, up to 4 sub group meetings per year, plus occasional external representation
Reporting to	Board of Trustees (Executive Committee)

General Trustee responsibilities

To be a trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a trustee is to ensure that Cymorth Cymru fulfils its duty to its members and delivers on our vision, mission and values.

Cymorth's Vision

All people in Wales have the right to live safely and independently, managing their own lives in their own homes

Mission

Connect, strengthen and influence service providers, policy makers and partners to:

- Prevent homelessness
- Improve the quality of life and choices for the people our members support

Values

Our values form the basis of who we are. They are built into everything we do and strive to achieve as an organisation.

Accountability

We are accountable to our members for our actions and will operate responsibly in accordance with our values.

Influence

We will ensure our policy and influencing work is consistent with our shared vision and informed by our members' experience

Independence

We will be politically independent to ensure that we can act with integrity and for the benefit of our members.

Partnership

We believe joint working to be essential and will continue to build effective partnerships across different sectors and policy areas to achieve the best results.

Professionalism

We will operate in a professional and effective manner at all times, and challenge and support our members to provide professional, high quality services.

Transparency

We will be open, transparent and honest in all that we do.

Making a difference

Above all, we will strive to ensure that the work we do, and that of our members, has a positive impact on people and communities in Wales.

The statutory duties of a Trustee are

- To ensure the organisation complies with its governing document, sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives. The Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Director and monitor his/her performance.

In addition with other Trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the Charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the Charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the Charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the Charity's governance is of the highest possible standard.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Sitting on recruitment, disciplinary and grievance panels as appropriate
- Other issues in which the Trustee has special expertise

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.

Person specification – Trustee

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the Charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should also be aware of and understand their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the charity.

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship-building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the Charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

Individuals are sought who have a strong empathy with our mission to connect, strengthen and influence service providers, policy makers and partners to:

- Prevent homelessness
- Improve the quality of life and choices for the people our members support

Trustees from the membership must be senior staff of full members of Cymorth.

Independent Trustees shall not be employees or trustees/directors of a full member of Cymorth and need not be an individual member of Cymorth.

Trustees are sought who have:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A shared understanding that they are there to act in the best interests of Cymorth
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Vice Chair, Treasurer and Director

Terms

The Charity's board members will serve a three-year term to be eligible for re-appointment for one additional term.

In addition it is important that Trustees are able to demonstrate an understanding and acceptance of the

- Legal duties, responsibilities and liabilities of trusteeship
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustee positions are unpaid, however all out of pocket expenses incurred in undertaking Board business can be fully reimbursed.

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