

Trustee Description and Role Specification

Background

The vision of Hospice of the Good Shepherd is 'Striving for excellence is at the heart of everything we do.' The Hospice aims to provide the highest quality specialist palliative care to the people of Chester, West Cheshire and Deeside who have a life limiting condition. The Hospice also provides bereavement services across West Cheshire.

Working with our Trustees, staff and stakeholders the Hospice of the Good Shepherd has identified a range of strategic aims and objectives which form part of our vision and philosophy.

1. Who are the Charity's Trustees

The Charities Act 1993 defines Charity Trustees as those responsible under the Charity's governing document for controlling the administration and management of the Charity. This is the case regardless of the terminology used to describe the role. For The Hospice of the Good Shepherd, the role of the Trustee is a voluntary role. The Trustees are the directors of the Hospice Limited Company known as the Trustee board. The Trustee board comprises:

- The Chair
- The Vice-Chair (appointed from the current Board of Trustees)
- The Treasurer
- Trustees

2. The role of the board of Trustees

The Trustee board must always act in the best interests of the Hospice and must act as a group and not as individuals to ensure that that the Hospice is carrying out the purposes for which it was set up and no other purposes.

The Trustee board must ensure that the Hospice complies with its governing document and complies with Charity law requirements and other laws that apply to the Hospice.

A Trustee must work with co-Trustees to make balanced and adequately informed decisions, thinking about the long term as well as the short term. Trustees must also ensure accountability within the Charity, particularly where responsibility for tasks or decisions is delegated to staff or volunteers.

Each member must avoid putting themselves in a position where their duty to the Hospice conflicts with their personal interests or loyalty to any other person or body. Subsequently, a Trustee must not receive any benefit from the Hospice unless it is properly authorised and is clearly in the Charity's interests; this also includes anyone who is financially connected to them, such as a partner, dependent child or business partner.

As someone responsible for governing a Charity, a Trustee:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings.
- must understand the Charity Commission Guidance- The essential Trustee; what you need to know and what you need to do (CC3) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734288/CC3_may18.pdf

Duties of a Trustee Board Member

The duties of a Trustee board member are to:

- ensure that Hospice complies with its governing document (its Articles of Association), Charity law, company law and any other relevant legislation or regulations
- ensure that Hospice pursues its objects as defined in its governing document
- ensure that the Hospice applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of Trustees by giving firm strategic direction to the Hospice, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of Hospice
- ensure the financial stability of the Hospice.

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has particular expertise.

4. Minimum time commitment

Within the recruitment procedure, potential Trustees will be asked to attend an interview and complete certain documentation prior to a formal appointment. Trustees are expected to attend all board meetings. Board meetings are held a minimum of four times a year (papers are distributed one week in advance). The memorandum and articles state that a Trustee's term of office will terminate if they fail to attend on three consecutive occasions without good reason. The meetings last approximately two hours and are held at the Hospice. Trustees are asked to join one or more board committee's dependent on their skill set and time availability. Trustees are also invited to the annual general meeting (AGM) when held.

Person Specification

Each Trustee must have:

- a commitment to the vision and values of the Hospice
- a willingness to meet the minimum time requirement
- integrity
- 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 and to take decisions for the good of the Hospice.

The board of Trustees collectively looks to have skills and experience in the following areas:

- financial management, income generation and enterprise
- Health and social care
- Health and safety
- public policy and public affairs
- national and local voluntary sector
- national and local government and statutory bodies
- digital/ media/ marketing strategy
- trading subsidiaries and social enterprise
- human resource management
- volunteering management
- funding/foundations
- collaborative partnerships
- social investment and impact