

EAST LANCASHIRE HOSPICE

Registered Charity No: 1075653

Job Title: Trustee

Overall purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aim, objectives and goals in accordance with Memorandum and Articles of Association of the hospice and regulatory guidelines.

Duties and Responsibilities

- Ensure that the hospice complies with its governing document - Memorandum and Articles of Association - as well as charity law, company law and any other legislation or regulations affecting the hospice
- Ensure that the hospice pursues its objectives as detailed in its governing document
- Contribute actively to the Board of Trustees in giving direction to the hospice
- Safeguard the good name and values of the hospice
- Ensure financial stability of the hospice and ensure proper investment of the hospice funds
- Appoint and support the chief executive officer and monitor their performance
- Use any specific skills, knowledge or experience they may have to help the Board of Trustees to make sound decisions. This may involve leading discussions, providing advice and guidance in which the trustee has special expertise
- Actively support the Board's final decisions
- Undertake mandatory training as required
- Comply with DBS checks and renewal

Time commitment

- The Board of Trustees usually meet ten times a year for two hours. Travel time and meeting preparation are excluded from the 2 hours
- Trustees may be asked to join one of four governance committees which meet quarterly and last approximately two hours
- Trustees may be asked to support the Hospice at other events
- Trustees are appointed initially for a 3 year term. Trustees are re – elected every 3 years or thereafter at the AGM.

Skills and Attributes

- Commitment to the mission of East Lancashire Hospice
- Willingness to devote the necessary time and effort
- Integrity
- Good independent judgement
- Ability to think creatively
- Understanding and acceptance of the legal duties, responsibilities of trusteeship and be able to comply with the Fit and Proper Persons Test
- Ability to work effectively as a team member and to take decisions for the good of the hospice

Statutory Duties

- Ensure the security of information accessed in the course of your duties complies with the Data Protection Act and information governance best practice guidance
- Report any hazards or incidents in accordance with the Health Safety and Risk Policy and procedures
- Carry out any other duties in line with requirements of the post and the organisation
- Meetings are usually held on site at the Hospice in Blackburn. Arrangements can be made by exception for virtual attendance

Conduct duties with regard to the Hospice's stated values of:

We commit to

- Care
- Listen
- Respect
- Work Together

NOTES

This job description currently reflects the post to meet the needs of the service. However the Hospice is constantly developing and changing its services to ensure it meets the needs of the community it serves.

We are committed to increasing the diversity of our Board and teams and we are therefore welcoming applications from a broad range of people with outstanding skills which represent our diverse communities across NW England and who embody our values.

This Job description will be reviewed annually and may change as is deemed necessary.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED: **DATE:**