

NORTH DEVON HOSPICE: TRUSTEE

ROLE BRIEF



WHY BEING A TRUSTEE AT NORTH DEVON HOSPICE IS AWESOME:

Time is the most precious thing you can give. You want to make sure it makes a difference. By giving your time as a volunteer for North Devon Hospice, we guarantee you will be having a positive impact on someone’s life, when it matters most.

You might volunteer in a team working directly with the patients and families we care for, or with our support teams who help make that care possible. Either way, you will making sure that someone facing a life-limiting illness like cancer does not have to face it alone. Thank you.

OUR MISSION IS SIMPLE

To provide outstanding care and support to the community of North Devon who are impacted by life limiting illness.

THE AIM OF THE ROLE:

Working with the other trustees of North Devon Hospice, you will actively participate in the work of the Board, ensuring that the charity has a clear vision, mission and a strong strategic direction and that the organisation’s work is consistent with its charitable objectives. You will be responsible for monitoring and evaluating the performance of the charity in achieving its objectives and in meeting its financial commitments, as well as ensuring the charity’s compliance with all appropriate legal and regulatory requirements including both charitable and commercial law. You will also be responsible for overseeing organisation’s culture and ensuring that we remain a well-respected employer in North Devon. Our trustees act as guardians of all of the charity’s assets, taking all due care over their security, deployment and proper application and act with all reasonable care, giving their time, energy and skill to ensure our governance is of the highest possible standard. As a trustee you will:-

- Ensure there are effective mechanisms in place to review the external environment for changes that might affect the charity.
- Be aware of, and conform with, the responsibilities of a charitable trustee and a director of a company limited by guarantee.

- Ensure North Devon Hospice pursues its charitable objectives as defined in the Articles of Association and ensure it applies its resources in pursuance of those objectives.
- Maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments and to review the governing instruments regularly.
- Ensure North Devon Hospice complies with charity law and other relevant legislation and regulations.
- Be responsible for the monitoring of risk management, including financial risk, risk to reputation, risks associated with the delivery of the organisation's activities.
- Ensure the effective and efficient administration of the charity.
- Ensure North Devon Hospice's financial stability and protect and manage its property, funds and resources, taking all due care over their security, deployment and proper application.
- Ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
- Safeguard, enhance and promote the good name, reputation and values of North Devon Hospice, representing it and its stakeholders in the public arena as appropriate. In addition, raise the profile of the organisation and influence key stakeholders.
- Regularly reflect on the board's performance and your own performance as a trustee.
- Make recommendations on nominations to the Board and its committees in accordance with the Board policy.
- Sit on appointment panels and attend other internal meetings as appropriate.
- Support the Chair in the appointment, on-going support and performance management of the Chief Executive.

YOUR ROLE AS A TRUSTEE

- Demonstrate commitment to your responsibilities as a trustee including attending Board meetings, scrutinising Board papers, and being available to staff and other Board members for advice and support as appropriate.
- Demonstrate an understanding and acceptance of the legal duties, responsibilities and liabilities of trustees as laid down by the Charity Commission.
- Demonstrate a commitment to the aims and objectives of the organisation and to volunteering through a willingness to devote the necessary time and effort required.
- Demonstrate a commitment to equality of opportunity and diversity including upholding North Devon Hospice's diversity and inclusion policy.
- Operate as an effective team member, participate in all Board decision making, upholding the decisions of the Board.
- Demonstrate integrity and sound independent judgment.

- Use your skills and expertise to analyse proposals or plans pertaining to the development, growth or diversification of the organisation and to examine the financial consequences of those plans.
- Use your skills, knowledge or expertise to assist the Board in achieving sound decisions, including providing advice, guidance and accurate information (based on individual specific expertise) on new initiatives and/or other areas of the charity's work.
- Participate in Board training and development.
- Respect the experience and expertise of staff and other Board members.
- Uphold Nolan's seven principles of public life which include:

▪ Selflessness ▪ Integrity ▪ Objectivity ▪ Accountability ▪ Openness ▪ Honesty ▪ Leadership

COMMITMENT:

- Attend Board meetings (4 per year) and
- Attend committee meetings and attend internal working groups as appropriate
- Term of office: Initial period of 3 years with possible extension for further 3 years

WHAT THE HOSPICE OFFERS:

- Mentoring and support from existing Board members.
- Full induction, training and guidance given on all aspects of the role.
- The opportunity to be part of a dedicated and friendly team offering a safe, welcoming and supportive environment.
- The opportunity to utilise existing skills or develop new skills.
- The opportunity to gain experience that will enhance your career.
- The knowledge you are directly contributing to the care & support offered to our patients and their families we care for.
- Reimbursement of reasonable expenses.

Please note: This role will require a declaration of current and previously held directorships, which will be cross referenced with Companies House.