

Trustee – Job Spec

Role Summary

Trustees are responsible for ensuring that Suicide&Co delivers on its charitable purposes and that the charity has the required governance and strategic direction to achieve its goals. Trustees will be expected to offer advice/oversight/insights in their particular field of expertise to the executive while ensuring that the charity is resourced and administered appropriately.

Expected time commitment

4 trustee meetings a year, although it is likely to involve more time commitment required as trustees will be required to sit on committees, sub-committees and or working groups as is relevant to their skills and or experience.

Responsibilities include:

Statutory duties

- Ensure that the organisation pursues its objects as detailed in its governing document
- Ensure that the organisation's resources are used exclusively in furtherance of its objects, specifically that charity funds shall not be spent on any activities which do not promote the charitable purposes of the organisation
- Ensure that the organisation complies with its governing document and the applicable law including both charities and company law
- Contribute actively to the Board in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Promote and protect the reputation and values of the organisation
- Promote effective and efficient administration to ensure the financial stability of the organisation
- Ensure that funding is used and allocated wisely and in accordance with the Charity Commission's recommendations and requirements

Other responsibilities

- Make use of and retain any professional advice when appropriate to do so
- Consider and appoint new trustees to undertake specified operational activities using the organisation's recruitment policies and relevant government guidance

Skills & Competencies

- Understand the objectives of the organisation, why it exists and how it operates
- Constructively contribute to the organisation and work to promote the charity
- Encourage and take part in open discussions with other trustees and / or directors and crucially, participate in all discussions in a non-judgmental manner
- Understand and promote the legal duties, responsibilities and liabilities of trusteeship
- Prepare adequately for all meetings and sufficiently manage any additional tasks that are expected of a trustee
- Be committed to creating a positive working environment and prioritising the team's mental health
- Be willing to draw on personal network and contacts as appropriate