



Trustee – Role Description and person specification

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Our trustees play a vital role in making sure that The Care Workers' Charity achieves its core purpose. They oversee the overall management and administration of the charity and ensure that The Care Workers' Charity has a clear strategy and that our work and goals are in line with our vision. Where they have specific expertise such as fundraising, they work with the CWC team, providing coaching or connections in order for us to raise funds to enable us to support as many care workers as we can. Just as importantly, they support and challenge the executive team to enable us to grow and thrive.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on The Care Workers' Charity's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee The Care Workers' Charity's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve The Care Workers' Charity's financial statements.
- Provide support and challenge to our CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in our operating environment.
- Contribute to regular reviews of The Care Workers' Charity's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions and respond promptly to requests for required action.

- Use independent judgment, acting legally and in good faith to promote and protect The Care Workers' Charity's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of The Care Workers' Charity's objects, aims and reputation by applying their skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, representing the Charity at events, or other issues in which the trustee has special expertise. Our trustees have a key role in risk management, working with the CWC team to identify and manage risks.

What we are looking for:

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. We are particularly looking for:

- People who have expertise or experience in industries apart from the care sector
- People with experience of fundraising
- People with charity experience
- People with marketing experience
- People with finance experience

You do not need previous governance experience – we will provide a full induction and training

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the charity.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a three year term of office, renewal for one further terms to a maximum of six years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held remotely with one London based meeting per year
- Attending an annual strategy/meet the CWC team day
- Attending local-to-them Award Ceremonies on occasion (1 or 2 per year) or similar for large high profile events or fundraising

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team.

Becoming a Trustee

There is guidance online: www.gov.uk/guidance/charity-trustee-whats-involved and links to further information and resources from this page, including eligibility criteria for being a charity trustee, duties of trustees and legal requirements.