



## **Share Community: Trustee Role Description**

### **Background:**

Share Community is an independent charity which is based in Wandsworth and Lambeth, supporting adults with learning disabilities, autism and mental health needs from across South London. The charity was founded in 1972 by a group of disabled people, and our service users and their families continue to have a strong voice in how our services are delivered.

Share works with disabled people who need extra support to achieve their potential and realise their dreams and aspirations. Our aim is to work with our students so that they live more independently, take control of their own physical and mental wellbeing, and make choices about all aspects of their lives. We provide a variety of programmes, activities and accredited qualifications at our four sites, and in the community, to achieve our aim.

### **Our Mission**

To provide a safe, empowering and progressive experience where disabled adults can develop their skills, wellbeing and purpose to enable them to live happier, healthier and more independent lives.

### **Our Vision**

Our vision is to live in a world where disabled adults are genuinely valued and included and can make choices and have the freedom to fulfil their ambitions.

### **Our Values**

We're inclusive, supportive and ambitious and work with kindness, integrity and respect.

### **Who are the Charity's Trustees?**

According to the Charity Commission, "Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as directors, board members or governors, but whatever they are called, they are the people who lead the charity and decide how it is run".

At Share these people are our "trustees", and the charity's governing body is called the "Board of Trustees". They are also directors of Share, which is a company limited by guarantee as well as a registered charity.

The Share Board of Trustees comprises the following specific officer roles, all appointed by the trustees themselves:

- The Chair
- The Deputy Chair
- The Treasurer

You can read about our trustees [here](#).

## **The role of the Board of Trustees**

At its simplest, the role of the Board of Trustees is to receive assets from donors, safeguard them and apply them to the charitable objects of Share. The Board of Trustees must always act in the best interests of the charity, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board of Trustees must act as a group and not as individuals.

## **Who we want to join our Board:**

### **Representation**

Share believes strongly that diversity of thought and experience directly contributes to better organisational outcomes, and that the composition of the Charity's leadership should be reflective of the diversity of Share's student body.

Share is therefore particularly keen to encourage applications for Trustee roles from groups currently under-represented on the Board, including people who have lived experience of disability or caring for someone with a disability, those from minoritised ethnic backgrounds, and men.

Trustees must be eligible under charity law and companies law to stand as charity trustees and company directors.

### **Person specification**

We are particularly looking for people with skills in / experience of:

- Fundraising, particularly growing or diversifying income streams
- Property and estates management
- Setting up or running a social enterprise.

Each trustee must have:

- commitment to the vision of Share
- willingness to meet the minimum time commitment
- integrity
- strategic vision
- good, independent judgement
- the ability to think creatively
- willingness to speak their mind
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- the ability to work effectively as a member of a team and to take decisions for the good of Share.

### **Duties of a trustee board member**

#### **Key responsibilities:**

1. To ensure that Share complies with its governing document (its Articles of

Association), charity law and other relevant legislation or regulations.

2. To act in Share's best interests by:

- being clear about the charity's aims and ensuring that these are being delivered effectively and sustainably,
- making balanced and informed decisions, thinking about the long term as well as the short-term future,
- avoiding putting themselves in a position where their duty to the charity conflicts with their own interests or loyalty to any other person or body,
- not receiving any benefit from the charity unless it is properly authorised and is clearly in the charity's best interests.

3. To manage Share's resources responsibly acting with a duty of prudence by:

- making sure that Share's assets are only used to support or carry out its purpose,
- avoiding exposing the charity's assets, beneficiaries or reputation to undue risk.

4. To act with reasonable care and skill by:

- making use of your skills and experience, taking advice when necessary,
- giving enough time, thought and energy to the role, for example by preparing for, attending and actively participating in trustee meetings,
- ensuring that decision making processes are informed, rigorous and timely, and that risk assessment and appropriate management systems are set up and monitored.

5. To ensure that Share complies with statutory accounting and reporting requirements by:

- being able to demonstrate that the charity is complying with the law, well run and effective,
- ensuring accountability within the charity, particularly where you delegate responsibility for tasks or decisions, to staff and volunteers.

In addition to above statutory duties, each trustee should use any specific skills, knowledge and experience they have to help the Board of Trustees to 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 relation to which the trustee has knowledge or expertise.

There is an expectation that each trustee will become a member of one of the sub-committees through which Share's Board of Trustees oversees different aspects of the charity's activities. Each sub-committee is chaired by a trustee and has a variable number of other trustees in attendance. Currently our three sub-committees focus on: Finance and Risk; HR and Safety; and Quality and Impact.

In addition, the trustees appoint and support the Chief Executive, monitor her performance, and work collaboratively with the Chief Executive and her senior leadership team.

### **Time commitment from trustees**

Trustees are expected to attend:

- Sessions agreed as part of each trustee's personalised induction programme.
- Bimonthly board meetings, held at 17.30-19.30 on Tuesdays in person at Share's site at Altenburg Gardens, Clapham Junction.

- Ad hoc training sessions to develop their understanding of Share/ skills in Trusteeship
- Two board away afternoons per year, dedicated to strategic planning and held in south London.

Trustees will be asked to join one of the board sub-committees. These all meet virtually at either 17.30 or 18.00 on Tuesday evenings.

Trustees are also invited to attend Share's various events which may include our Summer Party and Annual Student Awards.

Board meetings are held in person and sub-committee meetings are held virtually. We are keen to encourage participation from a wide and diverse trustee group, and aim to accommodate and welcome Trustees with specific needs.

### **Commitment from Share**

Whilst this is an unpaid, voluntary role, out-of-pocket expenses will be reimbursed.

It is not necessary to have previous board level experience, as a personalised induction programme, training, support and mentorship will be provided.

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