

Trustee Role Description

The Patients Association is a leading campaigning charity that champions the voice of patients to improve the experience of patients across the health and social care sector and influence national policy.

Purpose

To ensure that everybody can access and benefit from the health and care they need to live well, by ensuring that services are designed and delivered through equal partnership with patients.

Our strategic focus

Our focus until 2025 is true patient partnership in the design and delivery of health and care service.

Duties and responsibilities

The Board of Trustees is the governing body of the Patients Association and has statutory and legal duties set out in our Articles of Association.

The duties of a Trustee are to:

- Ensure that the Patients Association complies with and pursues its charitable objectives (purposes) as defined in its governing document (the Memorandum and Articles of Association) by developing and agreeing a long-term strategy to achieve these, acting on behalf of the members of the organisation
- Ensure that the Patients Association complies with its governing document (the Memorandum and Articles of Association), with charity law, company law and other relevant legislation or regulations
- Ensure that the Patients Association applies its resources exclusively in pursuance of its charitable objects for the benefit of the public and the benefit of patients
- Contribute actively to the Board of Trustees' role in setting a firm strategic direction to the organisation, setting overall strategy and policy, defining goals and setting targets, and evaluating performance against agreed targets
- Contribute actively to the Board of Trustees developing high standards of governance in line with the Charity Governance Code
- Positively promote and raise awareness of the Patients Association, our values and our national helpline

- Ensure the effective and efficient administration of the Patients Association ensuring appropriate policies and procedures are in place
- Have oversight and ensure the financial stability of the organisation
- Protect and manage the property of the charity and ensure the proper investment of the charity's funds
- Ensure the organisation acts within employment and health and safety laws
- Ensure that proper and formal arrangements are followed for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

Additional duties may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise, and positively representing the organisation. Trustees are expected to regularly attend Board meetings and, if unable to attend, to contact the Chair with any input, feedback or suggestions on the agenda items. Trustees also can join our Finance Committee or Governance Committee in addition to Board meetings.

Trustee meetings are a mixture of blended, face to face, and online.

Trustee person specification

Trustees, jointly and severally, have ultimate responsibilities for the charity. To be effective each trustee must have:

- A commitment to the organisation
- A willingness to devote the necessary time and effort including attending meetings
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.