Title:	Trustee	Reporting to:	Char of Trustees

Main Duties & Responsibilities

Individually and as part of the Trustee team to be the 'guardians of charitable purpose', making sure that all Board and Committee decisions put the needs of the beneficiaries first; safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation ensuring these assets are used well, and in ensuring that the charity is run sustainably. To act reasonably and prudently in all matters relating to the charity and always bear the interests of The Hospice of St Francis in mind. In certain circumstances, provide high-level entry to other organisations and institutions to which the charity might not otherwise have access, to further the interests of the beneficiaries of the charity.

- Maintain vision, mission & values
- Develop strategy, set overall policy, define strategic objectives and evaluating performance against agreed targets
- Assure continuous compliance with the legal and regulatory standards governing the operation of the charity, the charity governing document and any other relevant legislation, updating the articles of association as required
- Assure proper financial control and ensure the application of resources is exclusively in pursuance of the charitable objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- Assure the effective and efficient administration of the charity including funding, insurance and premises
- Assure that The Hospice of St Francis pursues its objects as defined in its governing document (e.g. the promotion of any charitable purpose for the benefit of the community in the district of providing palliative care at the Hospice, at patients home, in our Spring Centre and in the community, and in particular the advancement of education, the protection of health and the relief of distress and sickness)
- Assure employment procedures and policy and procedures for volunteering are compliant with legislation and regulation, subject to regular review and support the fulfilment of strategic objectives
- Assure risk assessments for all aspects of the business are carried out including accurate and timely reporting using the format of risk registers
- To contribute to, assure and maintain effective performance of the Board and Committees, including systems and processes for external assessment of these arrangements
- Support the CEO and Executive Team to fulfil their delegated responsibilities and hold them to account for delivery of strategic objectives
- To attend Board meetings quarterly, Up to two Board awaydays annually and serve as a member of up to two Committees.
- Operate as a member of the Board of Trustees
- Able to be registered as a Directors of the Charity at Companies House, sharing ultimate responsibility for governing the charity and directing how it is managed and run.
- Act as an ambassador supporting the work of the Hospice in generating income and in its relationship with the communities served

Term of Office

Appointments are made for an initial 4-year term, with annual appraisal, with the option to serve a second term. Where a Trustee has completed two terms and is selected as Chair of the Board of Trustees or asked to undertake specific project work their term of office will be reset by People Governance Committee and ratified at the AGM.

Qualifications, Skills, Experience, Knowledge & Approach

- Meet the qualification, skills, experience, knowledge and approach sought at recruitment. The People Governance Committee uses a skills matrix to ensure through succession planning, trustees are appointed to optimize, maintain and recruit people with a broad range of skills in order that the Board of Trustees, supported in committee by Association Members, can fulfil the duties of 'guardians of purpose' and effectively govern the Charity
- Able to work with a range of people at all levels internally and externally
- Exemplify leadership in their own right that, by association would enhance the credibility and influence of the Charity and lend his/her name to the Charity as an expression of support
- Able to contribute to the strategic development of the Charity by the sharing of insights, experiences and other enriching leadership perspectives
- Able to speak at public events on behalf of the Board of Trustees
- Have the ability to leverage her/his networks to encourage others in fundraising, making donations or by contributing their time and knowledge pro-bono to further the strategic objectives of the Charity
- Generally, bestow an aura of goodwill on the organiasation
- Where possible contribute to and/or attend working groups and Hospice functions

Communication

- Beneficiary-facing attitude
- Comfortable using office software like Teams, Excel & Word and shared document systems like SharePoint
- Excellent communication skills with the mental agility to 'think on feet'
- Resilience when dealing with difficult and challenging people and complex situations
- Self-motivated and able to work on own initiative within a team environment
- See the potential in others and understand the impact of own actions on colleagues
- A visible and approachable presence when within the hospice/hospice events
- Can communicate in more than one language relevant to the population served (desirable)

Decision Making

- Freedom to act within delegated responsibility and charity policy and procedure
- Able to consolidate learning with speed and efficiency and work with pace and accuracy
- Responsibility and autonomy in their area of expertise
- The ability to manage and plan ahead in budget/resource management
- Able to understand and assess reputational risk, governance risk (compliance and safeguarding)
- The ability to attend and vote at the Annual General Meeting

Mental & Physical Consideration

- The post holder will come into contact with emotional circumstances, through speaking to staff and volunteers or information received in the course of this role.
- The post holder will frequently be required to process a range of information provided to support Board and Committee Meetings, prepare questions and reach evidenced conclusions

Working Conditions & Environment

- Attend and visit hospice locations and/or events and will need to have the availability to travel

Health & Safety

- Understand and comply with all Health and Safety, Fire and Infection Control regulations

• Complete all mandatory training and ensure compliance of direct reports and contractors
Safeguarding Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis.

Last updated by:	PGC	Date/Time:	Dec 25

This list of tasks and responsibilities is not exhaustive. Volunteers in roles concerned with the governing of the Charity may be required to undertake other relevant and appropriate duties as required by the Chair of Trustees. This role Description will be reviewed and can be amended annually by the People Governance Committee.