

Trustee Job Description

Role:

As a representative of the community to be the main force behind Equal Lives in the fulfilment of its objectives, users, staff, volunteers, funders and wider community.

Articles and Memorandum:

The name of the company is "Norfolk Coalition of Disabled People" and in this document it is called the "Company".

Objects

The Company's objects ("Objects") are to relieve the disability of people with physical, mental, learning or sensory impairments, principally living within the County of Norfolk, and to further their independence and full participation in the community.

To provide a forum for the exchange of information, ideas and views between disabled people and to collect and disseminate information with other bodies having similar charitable objects;

To carry out programmes designed to promote active participation of disabled people through promoting equality of opportunity and their full integration into the community;

As a Trustee you should:

- act within your powers
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstance

Responsibilities:

Planning:

- Approve Equal Live's mission statement and review the staff's performance in achieving it.
- Annually assess the changing environment and approve the organisation's one-year plan.
- Annually review and approve Equal Live's one-year strategy.
- Review and approve Equal Lives five year financial goals.
- Annually review and approve the organisation's budget
- Approve major policies.

Operations:

- Review results of Equal Lives aims and objectives, annual and long range goals and the performance of similar projects.
- Be certain that the financial structure is adequate for its current needs and long term strategy.
- Provide constructive criticism, advice, comments and praise.
- Approve major actions of the organisation, such as capital expenditure and major changes in activities and services.

Audit:

- Be assured the Board is adequately informed of the condition of Equal Lives and its operation through reports and other methods.
- That these reports adequately reflect the nature of the service and the financial condition of the organisation.
- Ascertain that the CEO has established appropriate policies including conflict of interest throughout the organisation and is administrating and enforcing those policies.
- Appoint independent auditors subject to approval by members.
- Review the compliance with relevant laws affecting the organisation.

Role Title: Trustee (General)

Reports to: The Chair/Board, management committee.

Purpose of the role:

- To ensure the responsibilities including planning, operations and audit issues are adhered to in the best interests of Equal Lives.
- To work as a team and with the CEO to help him/her achieve the goals set for the organisation.
- To hold into account the best interests of Equal Lives.

Main duties:

- To prepare for and to read any and all documents relating to meetings and to allow adequate time to understand these.
- To attend quarterly Board meetings, Away days, extra-ordinary meetings and AGMs.
- To attend any training required and to highlight any training needed.
- To adhere to the 'Trustee Code of Conduct'.
- To understand and fully engage in these meetings.
- Understand the full meaning of 'Conflict of Interest' and apply accordingly when applicable.
- Not to bring the Board or Equal Lives into disrepute and to adhere to the ethos of the organisation at all times.
- To follow the responsibilities listed above by using the skills and knowledge brought by each individual trustees.
- To help promote Equal Lives to a wider audience of potential funders and beneficiaries.

Key Qualities:

- A knowledge of and commitment to the work of Equal Lives
- The ability and willingness to give sufficient time to the role. (3 year term of office)