

Sherburn House Charity – Trustee Role Description

Role Title:	Trustee
Direct Report:	Chair of Trustees and Chief Executive
Background:	Senior level background in Strategy, Governance, Finance, HR, or Legal.

1.0 Role Summary

- Must be committed to the highest standards of governance within policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
- Implementing company policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
- Ensuring long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.

2.0 Main Responsibilities of a Trustee

- To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Trustee Board
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives
- To ensure that all activities and interventions are linked to the company's charitable objectives and complement the company culture
- To ensure the Trustee Board monitors and reviews the performance of the company's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities
- To monitor the financial position of the charity and its operations within its means and objects, making sure that there are clear lines of accountability for day-to-day financial management
- To monitor whether the service complies with its governing document and standards and if the needs of the beneficiaries are being met

3.0 Qualities of a Trustee

Essential

- Experience of performance management, and implementing them contextually

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- Willingness to actively participate in discussions concerning needs of the charity's beneficiaries, staff and the trustee board
- Willingness to act in the best interest of the charity
- Sound, independent judgement and ability to think creatively
- Record of working effectively as a team member and demonstrating a willingness to learn and develop

Desirable

- Strong intellectual and analytical ability; innovative thinker and ability to focus on issues requiring action
- Experience in financial management and social media
- Experience in the charitable or voluntary sector
- Experience of charity law and governance

4.0 Time Commitment

- The Board meets at least 4 times a year and Trustees are expected to be available 4 times in a year
- You will be a member of a sub-committee which will meet at least 4 times in a year

5.0 Location

- Board meetings are held at the charity's premises though you may also be required to attend meetings off site on occasion