

**Trustee Role Description**

**Volunteer**

**REMUNERATION:** The role of Trustee is unpaid, but reasonable expenses will be reimbursed.

**LOCATION:** Boundary Road, Worthing West Sussex, BN11 4LJ

**ANNUAL TIME COMMITMENT:** The time commitment primarily involves attending up to 6 Board Meetings and associated committees, which include finance, remuneration, fundraising and clinical governance and supporting the executive team. On average this will be for about 12 to 15 days per year. In addition, there is an Annual General Meeting; Strategy Day, induction and ongoing professional training and other charity related events.

**ACCOUNTABLE TO:** Residents, Donors, Charity Commission, Care Quality Commission and Companies House

**MISSION**

It is the mission of Care for Veterans to provide permanent or respite accommodation, end-of-life care and outpatient care for former members of the British Armed Forces and their families.

**Core Values**

Our core beliefs, care values and ideals are centred on the key areas of Privacy, Dignity, Rights, Independence, Choice and Fulfilment. These beliefs and values are not prioritised in order as we believe them to be of equal importance.

**Privacy**

We understand that living in a shared environment and requiring help with personal tasks can be extremely invasive of privacy and that appropriate and effective management is a key benefit desired by residents.

**Dignity**

We appreciate that disability can undermine dignity and we treat each resident as a valued individual to maintain their dignity and effectively fulfil their wishes.

**Rights**

We recognise that living in a protected, shared environment can inadvertently deprive a resident of their rights as citizens unless managed effectively.

**Independence**

People give up a considerable amount of personal freedom when they move into CfV’s shared environment. As such, we actively encourage each resident to function as independently as possible in order to retain his or her place in society.

**Choice**

We want our residents to enjoy a wide and flexible range of high-quality services, including leisure activities, social activities and to this end, provide a variety of choice in general day-to-day living activities.

**Fulfilment**

We passionately believe in helping our residents to maximise their ability and achieve their closely held personal aspirations where possible.

**CORE DUTIES OF A TRUSTEE**

* Ensure compliance with Articles and Memorandum of Association and Governance Documents.
* Ensure pursuance of objectives as set out in the governance documents.
* Ensure resources are exclusively used in pursuance of objectives.
* Actively contribute to the Board of Trustees, giving clear strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
* Safeguard the good name and values of the organisation.
* Participate in the appointment of the Chief Executive Officer and provide input into their performance appraisal.
* Ensure that no disqualified person is appointed to act as a Trustee.
* Ensure the Charity complies with all legal, statutory and regulatory requirements.

**OTHER DUTIES**

In addition to core duties Trustees should make full use of any specific skills, knowledge or experience to help the Board make good decisions. This may involve:

* Leading discussions, including chairing Committees or other groups.
* Keeping up to date with relevant papers, documents and legislation including those published by the Charity Commission and Care Quality Commission.
* Focussing on key issues.
* Providing guidance on new initiatives/areas of special expertise.
* Ensure risk assessments for all aspects of the business are carried out and reviewed regularly.
* Promote the work of Care for Veterans.

**PERSON SPECIFICATION**

Trustees bring a range of professional and experience to the Board. Individuals are sought who have empathy with our work and are fully committed to equality and diversity.

**Expertise** in one or more of the following areas would be **essential**:

* Finance
* Clinical and clinical governance
* Charity and/or company law
* Information technology and digital communications
* Fundraising and Marketing
* Human Resources and volunteers

**Desirable knowledge, abilities and skills:**

* Strategic thinking
* Confidentiality
* Independent judgement
* Thinking creatively
* Courage to voice opinion/concern
* Team working
* Understanding of the roles of a Trustee and the Executive team
* Military background and/or interest

**Vetting Procedures**

* Identity and UK Visas and Immigration checks appropriate for a Volunteer role
* Disclosure and Barring Service (DBS) check
* Trustee Disqualification checks and signed declaration.

I have read and understand the above role description. Should I at any time become disqualified from acting as a Trustee I will notify the Board immediately.

**Signed:** **Dated:**