

**TRUSTEE JOB DESCRIPTION**

**Home-based: Minimum six annual face-to-face meetings or virtual meetings**

**Reporting to: The Chair of trustees**

**Remuneration: This role is voluntary. Any travel expenses will be reimbursed.**

**Date: not applicable**

**Overall purpose**

* Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
* Ensure that operational plans and budgets support the vision and strategy.
* Ensure that the views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered.
* Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
* Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
* Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
* Ensure that the organisation defines its goals and evaluates performance against agreed targets.
* Uphold the good name and values of the organisation.
* Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
* Ensure the financial stability of the organisation.
* Protect and manage the property of the organisation and ensure the proper investment of its funds.
* Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
* Hold the chief executive to account for the management and administration of the charity.
* Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
* Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees.
* Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
* Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of is its stakeholders.
* Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
* Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
* Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

**Skills, knowledge, and experience**

**Essential:**

* A commitment to the organisation.
* A commitment to equal opportunities and the promotion of diversity.
* A willingness to devote the necessary time and effort.
* 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.
* An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
* Ability to evaluate and interpret management information and other data/evidence.
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Desirable:**

* The professional network that could be advantageous to Gilgal Birmingham.
* Experience or knowledge of working within a charity, chairty retails, housing, mental health, statutory sector, fundraising or company law.

**Behavioural characteristics**

**Essential:**

* Emotionally intelligent and diplomatic, with strong interpersonal skills
* Committed to the values and mission of Gilgal Birmingham
* Able to digest information, draw out discussion points and encourage debates.
* Able to maintain confidentiality and handle sensitive information appropriately.
* Able to respect boundaries between trustee leadership and executive management.
* Able to commit the necessary time to the role.
* Committed to integrity and transparency.
* Committed to equity, diversity and inclusion.
* Able to examine and determine risks and consequences.
* Strategic, creative and agile thinker

* Work in line within Christian values

**Time commitment**

The time commitment for this role will be 5-6 days per annum.

**Appointment and resignation**

Trustees will be recruited as per the 'Recruitment of Trustee/Board Policy.

When trustees resign from their position, there is a general expectation that they shall provide no less than three calendar months’ notice. Whilst it is recognised that there may be occasions where this is not possible, Gilgal requires as much notice as possible for succession plans to be actioned and trustees’ best efforts in this regard are much appreciated.