

Trustee Job Role

The board of trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main responsibilities

- Ensuring the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Promoting and developing the charity in order for it to grow and maintain its relevance to society. This includes involvement in campaigning and fundraising activities
- To safeguard the good name and values of the organisation
- To contribute actively to the board of trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Maintaining sound financial management of the charity's resources, to protect and manage the property of the charity and to ensure the proper investment of the charity's funds ensuring expenditure is in line with the organisations objects and investment policies
- To ensure the charity uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practise in good governance
- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate
- To maintain absolute confidentiality about all sensitive, confidential information received in the course of trustee's responsibilities to the charity

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may include:

- scrutinising board papers
- leading discussions
- focusing on key issues
- providing guidance on new initiatives
- other issues in which the trustee has special expertise

Charitable objects

- To promote, assist and encourage charitable endeavour in Liverpool and its vicinity and beyond and the effective and economical management of charitable funds
- To promote the voluntary sector for the benefit of the public
- To promote, assist and encourage the advancement of education
- To improve the health of the community and, to that end, to promote, encourage and provide facilities for recreation and leisure time occupation with the object of improving the conditions of life
- To promote any object for their benefit of the community which now are or hereafter may be deemed by law to be charitable

LCVS articles of association

3.4 The trustees shall include amongst their functions the obligation to:-

3.4.1 establish a strategy and policies and plans to achieve the objectives of the charity having regard to advice from any chief executive appointed by the charity from time to time;

3.4.2 establish a financial and budgetary framework within which the charity shall operate;

3.4.3 establish and oversee a framework of delegation and systems of control;

3.4.4 agree policies and make decisions on all matters that may create significant financial risk to the charity, or which affect material issues of principle;

3.4.5 monitor the charity's performance in relation to the strategies, policies, plans, financial controls and budgets and other decisions of the trustees:

3.4.6 appoint (and if necessary remove) the chief executive or other senior member of staff;

And none of the above functions shall be capable of delegation, provided that the trustees may by exercise of their powers of delegation or otherwise seek and obtain advice in relation to any such functions.

Accountable to

As the board is responsible and liable for the governance and functioning of the charity, it is accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission and Companies House. Close attention must be given to the Governing Document to ascertain the type of organisational structure and range of interested parties.

Person specification

Essential attributes:

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision

- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

Skills and experience

The LCVS board is looking for individuals with knowledge or expertise in the areas of law, property/estate management, digital/social media, marketing or public sector commissioning.

Trustees must

Be over age 18.

- Not an undischarged bankrupt.
- Have not previously been removed from trusteeship of a charity by a court or the Charity Commission.
- Not be under a disqualification order under the *Company Directors' Disqualification Act 1986*.
- Have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- Not be disqualified by the *Charities Act 1993* (section 72) from acting as a charity trustee.
- Not have any financial interests in conflict with those of Liverpool Charity and Voluntary Services (either in person or through family or business connections) except those which have been formally notified in a conflict of interest statement. Should specifically notify any such interest at any meeting where trustees are required to make a decision which affects personal interests, and will be absent entirely from any decision on the matter and not vote on it.

A full induction will be provided to new trustees

February 2021.

Please address any questions to trusteerecruitment@lcv.org.uk prior to submitting your application. The deadline for applications is 26 April 2021.