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# Trustee role guide and person specification

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## Role and responsibilities

### Our trustees

- Understand and champion people in need of support from the Carers' Resource, including carers of all ages, the people they care for and vulnerable adults
- Safeguard the aims, ethos and good name of the Carers' Resource
- Ensure that the Carers' Resource complies with its governing documents, charity law, company law, other relevant legislation and relevant quality standards
- Support the leadership team in giving strategic direction to the organisation, setting overall policy, goals and performance targets
- Adopt and monitor budgets and operational plans, providing both challenge and support to the leadership team
- Ensure that the Carers' Resource is run well, through
  - good governance
  - comprehensive, up-to-date policies and procedures, and
  - effective and efficient administration
- Identify, mitigate and monitor major risks
- Accept collective responsibility for all Board decisions
- Act as ambassadors for the Carers' Resource
- Keep abreast of changes affecting the Carers' Resource, the people we support, charities generally and our local areas

### Personal characteristics

The board of trustees recognises, respects and welcomes diverse, different and (at times) conflicting views. As a minimum, trustees must demonstrate

- A commitment to the Carers' Resource
- A willingness to devote the necessary time and effort to their role as trustee, including attending bi-monthly meetings of the board of trustees
- Integrity
- Good judgement

- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trustees
- An understanding of the need for confidentiality, sensitivity and a non-judgmental attitude
- Respect for others

## Skills and experience

Trustees of the Carers' Resource come from many walks of life and bring a variety of skills, experience and attributes to their work as trustees. These may include

- Current or recent experience as a carer
- Organisational abilities
- Management experience
- Financial knowledge and expertise
- Knowledge and experience of health and social care service delivery
- Knowledge and experience of NHS and local government management
- Commercial experience
- Knowledge and experience of the voluntary sector
- Project management
- Experience of working with diverse communities

## Restrictions on trustee appointments

### *We cannot appoint anyone who*

- Is under the age of 18
- Has been convicted at any time of an offence involving dishonesty, unless the conviction is legally regarded as spent
- Is an undischarged bankrupt
- Has entered into a composition with creditors which includes an individual voluntary arrangement (IVA) and is currently on the insolvency Service Register
- Has at any time been removed from being a trustee by the Charity Commission because of misconduct
- Is disqualified from acting as a company director
- Is subject to an order made under §429(2) of the Insolvency Act 1986