

FAIRFIELD INDEPENDENT HOSPITAL

ROLE FOR CHARITY TRUSTEES

1. Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the Charity and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Please refer to <https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>

2. Main Responsibilities

- To ensure that the Charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way continually striving for best practice in governance that adds to public confidence and trust in the Charity.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To bring a capacity for independent thinking to the Board but also to act as a team player supporting collective decisions once they have been debated and a decision made.

3. Main Duties

- Ensuring the Charity complies with legislative and regulatory requirements and acts within the confines of its governing document.
- 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.
- Maintaining sound financial management of the Charity's resources, ensuring expenditure is in line with the organisation's objectives and

investment activities meet accepted standards and policies.

- 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.
- Maintaining absolute confidentiality about all sensitive/confidential information received in the course of Trustee's responsibilities to the Charity.
- Work with the Chair and other Trustees to raise the profile of the Charity with key stakeholders and audiences.

4. Trustees are expected to:

- attend an initial induction meeting
- attend bi monthly Board meetings together with occasional other meetings (sub-committees).

5. Accountable to

As the Board are responsible and liable for the governance and functioning of the Charity, they are 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 the range of interested parties.

6. Person Specification

Your application will be assessed against the criteria in the Person Specification.

Knowledge and Experience:

- Experience of successfully contributing to boards, committees or charitable organisations
- Successful leadership experience.
- Knowledge and understanding of the charity sector, NHS, marketing and HR.
- Excellent communication and influencing skills.

- A commitment to the objectives of The Guy Pilkington Memorial Home and the ability to communicate effectively with the key stakeholder groups.
- Ability and personal authority to establish credibility with key stakeholders and be respected by your peer group.
- Ability to offer a challenging but supportive contribution, bringing own experience and expertise to the Charity.
- A high standard of integrity, impartiality, transparency and objectivity.
- A team player with a 'can do' attitude.

The Role of Charity Trustee is subject to CQC Fit and Proper Persons Test