

Trustee Role Description and Person Specification

Term of Office: At each Annual General Meeting, one third of the Board will stand down, but may stand for reappointment.

Accountable to: Care for the Carers Membership; Board of Directors

The Board of Directors is responsible for:

- Giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Employing a Chief Executive and staff team to carry out the aims and objectives of the Charity.
- Ensuring that Care for the Carers complies with its Articles of Association, Charity Law, Company Law and all other relevant legislation and regulations.
- Working at all times in the best interests of the Charity, acting with integrity and avoiding any personal conflicts of interest or misuse of charity funds or assets.
- Safeguarding the good name and financial stability of the Charity.

In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve:

- scrutinising Board papers,
- attending bi-monthly Board meetings and Annual General Meetings,
- actively participating in discussions,
- focusing on key issues,
- providing advice and guidance requested by the Board on new initiatives or areas of individual expertise.

Trustees will have:

- a commitment to carers and to Care for the Carers
- a willingness to devote the necessary time and effort
- integrity and independent judgement
- ability to contribute to the strategic vision and think creatively
- a willingness to contribute to meetings
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work as an effective member of a team.