

Trustee Recruitment 2019

Trustees of National Voices -

This document sets out what the general skills and responsibilities of a National Voices Trustee are, and what particular skills and background we are looking for during this year's round of recruitment.

Responsibilities of Trustees

Trustees must collectively:

- 1 Ensure that National Voices complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations; pursues its charitable objectives and applies its resources exclusively in pursuance of its objectives.
- 2 Contribute actively to the Board of Trustees role in
 - giving firm strategic direction to the organisation,
 - setting overall policy, and establishing and monitoring policies
 - defining goals, setting targets and
 - evaluating performance against agreed targets.
- 3 Promote the organisation, enhance its public image and safeguard its good name and values.
- 4 Ensure the effective and efficient administration of the charity, including matters of financial stability and contribute to its fundraising strategy.
- 5 Ensure the proper investment of the charity's funds and the proper management of its property.
- 6 Review and maintain effective performance as a trustee Board.
- 7 Approve the system of appointment of the chief executive and of monitoring his or her performance.
- 8 Draw appropriately on any specific knowledge, expertise or experience to inform the deliberations and decisions of the Board.

9 Respect the delegated authority and role of the staff.

Composition of the board

Overall, the board of trustees through this round of recruitment (for three new member trustees), wishes to broaden the skills and experience of the board. Candidates need to be able to demonstrate senior level experience in **one** of the following areas to apply:

- Finance management, with an accountancy or financial qualification and prepared to sit on the audit and risk committee
- Business development or fundraising through partnerships
- High level influencing experience with system leaders across health, care or politics
- Understanding of and connections with the evolving digital and tech architecture of the health and care landscape

The board encourages applications from members of black or minority ethnic communities, men, and people based outside the South East of England.

Member trustees also need to provide a link back into National Voices' membership – testing ideas and gathering feedback.

Person specification

East trustee must have:

- An ability to think strategically and exercise independent judgement
- A commitment to National Voices and its objectives
- An understanding and acceptance of the legal responsibilities and liabilities of trusteeship (training on these aspects will be provided if necessary)
- A willingness to devote the necessary time and effort to their duties as a trustee
- Ability to probe facts, challenge assumptions and identify the advantages and disadvantages of proposals
- Honesty and integrity
- Ability to work collaboratively as a member of a trustee board and

accept responsibility for decisions taken by the board

- Ability to communicate effectively with other trustees and with staff
- An understanding of charity finance and the need to proactively and continuously fundraise, including a willingness to support fundraising efforts
- Understanding of issues in health and social care affecting service users and carers
- An understanding of how inequalities and discrimination shape health and service use, and a commitment to reduce inequalities and disadvantage through everything National Voices does