

 Job Description

Job title: Trustee

Reporting to: Board of Trustees (Executive Committee)

Location: Frome Town Hall, First Floor, Christchurch Street West, Frome, Somerset BA11 1EB

Time Commitment: Six Board meetings a year, as well as other ad-hoc engagement

Overall Purpose

The role of a Trustee is to ensure WHY fulfils its duty to its beneficiaries through the provision of emotional support to anyone who has been affected by cancer or any other life threatening condition. To ensure that the charity has a clear vision, mission and strategic direction.

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.

## Mission

To provide free professional counselling to all those affected by cancer or life-threatening conditions. To work actively to promote the benefits of counselling using evidence based research to develop and deliver a service that meets the needs of our clients.

## Vision

To reach children, families and individuals in Bath and North East Somerset, Somerset and Wiltshire affected by cancer and to provide counselling and support to help people cope with life changing situations.

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 organisations’ governing document, continually striving for best practice in governance.
* To uphold the fiduciary duty invested in the position, undertaking such duties in a professional manner and with integrity.
* Use reasonable care and skill in your work as a trustee, use your personal skills and experience as needed to ensure that the charity is well-run and efficient.

Main Duties

* Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
* 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.
* Maintaining sound financial management of the charity’s resources, ensuring expenditure is in line with the organisations’ objects, and investment activities meet accepted standards and policies.
* Interviewing, appointing and monitoring the work and activities of the senior paid members of staff.
* Ensuring the effective and efficient administration of the charity and its resources, including, here appropriate, acting as a counter-signatory on bank payments and any applications for funds
* To maintain absolute confidentiality about all sensitive and confidential information received in the course of trustee’s responsibilities to the charity.
* As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

Accountable to

As the board are responsible and liable for the governance and functioning of the charity, you are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and the British Association for counselling and psychotherapy (BACP).

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

**General**

Trustees will be expected to adhere to all organisational policies, including health and safety.

**Safe Guarding Children**

This organisation is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Equal Opportunities**

Trustees will be expected to implement We Hear You’s Equal Opportunities Policy in all aspects of their work.

**Confidentiality**

Trustees will be expected to abide by We Hear You’s Confidentiality Policy at all times.

**Person Specification for a Trustee**

Each trustee must have integrity that is comprised of:

* a commitment to the organisation and its objectives
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* a willingness to devote the necessary time and effort to their duties as a trustee
* strategic vision
* good, independent judgment
* an ability to think creatively
* willingness to speak their mind
* an ability to work effectively as a member of a team

In addition the Board has a number of honorary roles appointed from the Board membership in order to ensure the effective running of the Board and that it is able to meet its obligations and responsibilities.

**The role of the honorary officers**

The 'honorary officers' for We Hear You comprise a:

* **Chair**

*See separate role description*

The current Chair for We Hear You is Anne Montague

* **Vice-chair**

The Vice-chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair

There is currently no Vice Chair of the Board of Trustees for We Hear You

* **Secretary**

For We Hear You this is a nominal appointment only, for the purposes of providing signatures on any trust applications that may require a Secretary signature.

There is currently no Secretary for We Hear You

* **Treasurer**

*See separate role description*

The current Treasurer for We Hear You is Peter Lennard