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**Involve Kent**

**Trustee role description**

**Overview of Trustee role**

This is a key role in the governance of Involve Kent. Trustees are also the Company Directors accountable to Companies House. As a member of the Board, each

Trustee will ensure that the organisation is:

* Achieving its objects defined in its Articles of Association (‘the relief of poverty, sickness and distress and the promotion of health’)
* Operating within relevant legal, financial and regulatory requirements
* Effective in pursuing its strategic priorities and realising best practice.

Trustees must act at all times in the best interests of Involve Kent as a whole and its

beneficiaries both current and future. They support the Executive Team, other staff and

volunteers in their efforts to define and deliver plans for the organisation which enable Involve Kent to achieve its vision and mission within the spirit of the organisational values.

**Trustees’ responsibilities**

The primary responsibility of Trustees is to provide the organisation with strategic leadership

and maintain a governance perspective to ensure it is well managed, administered and

resourced. Trustees are Members of the Charity (Article 27).

Within company and charitable law, Trustees are charged with:

* Serving the whole organisation and not as representatives of any specific interest

group

* Acting in the best interests of the organisation at all times
* Working together and not pursuing personal or sectional interests at the expense of organisation interests.

Trustees are required to ensure:

* The organisation complies with its Articles of Association, charity law, company law
* and other relevant legislation or regulations
* The organisation operates within the aims and objectives as set out in its Articles of
* Association
* The organisation’s resources are applied exclusively in pursuit of its objectives
* The Board’s agreed position is represented when speaking publicly on behalf of the
* organisation
* The Board operates effectively, and:
* establishes strategic direction and goals
* sets the overall organisation policies
* regularly evaluates the organisation’s performance and holds the Chief Executive accountable for outcomes
* ensures the financial stability of the organisation and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate
* oversees the assets of the charity and their utilisation to ensure long term sustainability of the organisation and also the safety and a high-quality experience on the part of those seeking help from, or working in the organisation
* defines the boundaries of management authority
* delegates the implementation of its decisions to the Chief Executive and Executive Team, supporting them as required to carry out their work
* ensures the performance, development and salary of the Chief Executive is reviewed annually
* reviews its performance annually and ensures all Trustees actively participate in this
* assesses the risks facing the organisation on a regular basis and ensures that systems have been established to mitigate or minimise these risks

**Trustees’ commitment**

A Trustee appointed by a resolution of the Board shall hold office for a term of up to three

years from the date of his or her appointment; upon expiry he or she shall be eligible for reappointment for a further term or terms.

Within each term of office Trustees are expected to:

* Attend the bi-monthly meetings of the Board and actively contribute expertise
* Attend the organisation’s Annual General Meeting and any extraordinary general meetings if required.
* Attend the annual Board Away Day
* Contribute expertise to at least one sub-committee or working group
* Assist the Board and Executive Team in promoting the organisation’s goals and values and to represent the Board’s agreed position when speaking publicly on behalf of the organisation
* Participate in training to maintain levels of knowledge and competence to fulfil the role of Trustee.
* All Trustees are required to understand the duties and responsibilities concerned with governance and update their knowledge in response to new legislation or standards

Additional guidance explaining the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently can be found in the Charity Commission publications ‘The essential trustee: what you need to know, what you need to do’.

**Remuneration and expenses**

The role of Trustee of Involve Kent is voluntary and Trustees will not receive any remuneration for their services on the Board; this is a requirement under charity law and our governing document. Out-of-pocket expenses incurred by the Trustees in the course of carrying out the role will be reimbursed.

**Conflicts of interest**

Trustees have a duty to:

* Declare any potential conflicts of interest relevant to their Trustee role e.g. where the individual has an interest in companies that may wish to provide a service to the

Organisation

* Take steps to resolve any conflicts that may arise. In instances of private interests

conflicting with Trustee duties, the Trustee must resolve this conflict in favour of the

Trustee role or resign

* Declare any financial interest in a matter under discussion and withdraw from the

room unless she/he has a dispensation to speak

* Declare an interest in any matter which might reasonably cause others to think it

could influence their decision. She/he should state the nature of the interest but may

remain in the room and participate in the discussion

* Consult with the Chair if in any doubt about the application of these rules.

**Person Specification**

* Commitment to the objects and values of Involve Kent and to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* A track record of success in contributing to the running of an organisation in the public, private or voluntary sector, and of dealing with complex issues.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Willingness and ability to commit the time to the Board as indicated above.
* Confidence to articulate views on relevant issues within the appropriate structure
* Strategic thinker, able to analyse information and make sound judgements
* Absolute personal and professional integrity.
* The practice of collective and compassionate leadership.
* An inclusive approach, with a belief in the importance of embracing diversity in its broadest sense.
* Excellent communication skills.

In addition, specialist skills in a relevant areas, (such as HR, legal, financial Health policy) is required subject to the most recent Board skills audit. In 2021, the specialist skills sought are;

* Legal
* Expertise in delivering children’s health/ social services including safeguarding
* Community volunteering/ community leadership

*Dated Feb 2021.*