

Trustee – Role Description

Our trustees play a vital role in making sure that Together for Short Lives achieves its core purpose – to ensure every child, and their family, has high quality children’s palliative and end of life care, when and where they need it.

They oversee the overall management and administration of the charity. They also ensure that Together for Short Lives has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable the charity to deliver its work.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

**Duties:**

* Support and provide advice on Together for Short Lives’ purpose, vision, strategy and activities.
* Approve operational strategies and policies, and monitor and evaluate their implementation.
* Oversee Together for Short Lives’ financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the organisation.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve the charity’s financial statements.
* Provide support and challenge to the Chief Executive and Leadership Team in the exercise of their delegated authority and affairs.
* Keep abreast of changes in Together for Short Lives’ operating environment.
* Contribute to regular reviews of the charity’s own governance. Attend Board meetings, adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect the interests of Together for Short Lives, to the exclusion of their own personal and/or any third party interests.
* Contribute to the broader promotion of the charity’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

There will also be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

***What we are looking for***

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

**Personal skills and qualities**

* Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
* Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
* Leadership experience and knowledge
* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Personal commitment and enthusiasm for our vision and mission.
* Willingness to lead according to our values - Putting children and families at the heart of everything we do; Ambitious; Collaborative and Inclusive and Open.

***Terms of appointment***

**Terms of office**

* Trustees are appointed for a three year term of office, renewal for a further term of three years.
* This is a voluntary position, but reasonable expenses are reimbursed.

**Time commitment**

* Attending a minimum of four Board meetings a year.
* Attending an annual strategy and planning day
* Participating in one of our sub-Committees as appropriate