

## **TRUSTEE (BOARD DIRECTOR) – Role Description**

**September 2018**

### **Main collective Board duties**

Ensure that Brandon Trust:

- Has a vision for delivering positive outcomes for its beneficiaries.
- Delivers the benefits as set out in its governing documents.
- Has the funds and resources to deliver successful outcomes.
- Complies with rules, regulations and legislative requirements.
- Behaves responsibly, considers risks and protects its assets.

### **Examples of specific Board activities**

- Scrutinising & endorsing the executive management team's strategic plans.
- Scrutinising/monitoring controls, processes and safeguards.
- Scrutinising/monitoring the quality of delivered services, including but not limited to CQC ratings.
- Ongoing and active risk management in all aspects of discussions and decision making.
- Providing advice and support to the Board and the executive management team – both specific and general.
- Directly supporting the Trust where able at events and with stakeholders.
- Sitting on appropriate Board sub-committee(s).
- Seeking personal development through training, sub committees and additional responsibility.

### **Desirable Trustee Characteristics**

- A commitment to improving our local communities and enhancing people's lives.
- Well-organised, able to plan for Board meetings.
- Able to read reports ahead of Board meetings, digest key points and prepare scrutiny questions.
- Able to bring personal experience, knowledge and skills to bear on discussions.
- Collegiate – able to encourage a supportive but honest culture and take decisions as part of a group.
- A proactive style – challenging in a structured manner and sympathetic to multiple points of view.
- Recognition where guidance/challenge is vitally needed, and when others may be better placed to advise.

### **Desirable Skills and Experience**

- Senior/board-level experience
- Experience of working or living with learning disabilities and/or individuals with complex needs.

Any one or more of the following:-

- Finance
- Operational management / efficiency
- Mergers and acquisitions
- Volunteering

### **Time and Commitment**

- 6-8 board meetings per year (each a half day).
- 2-4 sub committees per year (membership encouraged after induction period).
- 3 visits or more per year to services locations to understand our work in practice.
- Ad hoc event support as able.
- During initial induction programme there will be some additional time to visit staff and services.
- All trustees are subject to statutory and regulatory checks including an enhanced DBS check.

### **Term**

- Initial term of up to 3 years which will be reviewed and extended as agreed to a maximum of 6 years.

### **Remuneration**

- The position of Trustee is not remunerated. Brandon Trust will reimburse reasonable expenses.