**We Hear You (WHY) Trustee Role Description **

**Voluntary Position**

Key aspects of the role of Trustees are as follows:

**Strategy**

* to contribute actively to the board of trustees' role to give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets

**Governance**

* have and accept ultimate responsibility for directing the affairs of the charity, ensure that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up
* ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
* ensure that the charity does not breach any of the requirements or rules set out in its governing document and remains true to the charitable purpose and objects set out there
* comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
* act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets
* ensure that the charity is and will remain solvent
* use charitable funds and assets reasonably and only in furtherance of the charity’s objects
* avoid undertaking activities that might place the charity’s endowment, funds, assets or reputation at undue risk
* take special care when investing the funds of the charity, or borrowing funds for the charity to use
* use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
* consider getting external professional advice on all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties
* to abide by the equal opportunities policy
* to make sure the organisation is properly insured against all reasonable liabilities

**Practical Requirements**

* be able to attend trustee meetings approximately every 8 weeks throughout the year, normally held on a Thursday evening at 7pm and to read papers in advance of meetings

• to attend sub-committee meetings as appropriate

* be able to attend the AGM
* to represent the charity at functions and meetings as appropriate
* with the Chief Executive Officer (CEO), to appoint and support the employees and monitor their performance
* each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
* to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising

**General**

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

**Safeguarding 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

* **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.

* **Treasurer**

*See separate role description*

The current Treasurer for We Hear You is Rachel Notley