

TRUSTEE ROLE PROFILE

Term: three years with the option to extend for a further three years.

VALUE STATEMENT

The Elizabeth Casson Trust

- Is intentionally inclusive
- Embodies a pioneering spirit
- And a fabric of fairness runs throughout our work

ACCOUNTABLE TO: Board Chair, Charity Commission and Companies House

RESPONSIBILITIES

1. Ensure that the organisation pursues its stated Objects (purposes), as defined in the Articles of Association
2. Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
3. Govern with the best interests of the organisation and beneficiaries in mind at all times i.e. directing and controlling the organisation and safeguarding the good name and values of the organisation
4. Identify personal or organisational conflicts of interest and assist in resolution or mitigation of these
5. Protect and manage the property of the charity and ensuring the proper investment of the charity's funds
6. Ensure that the organisation applies its resources exclusively in pursuance of its Charitable Objects for the benefit of occupational therapy and the public
7. Ensure the financial stability of the organisation
8. Agree the annual budget proposals and take reasonable steps to maintain effective control of the financial management of the organisation
9. Contribute to the development of the strategic direction of the Trust that adheres to the Trust's Charitable Purpose, and setting this in a yearly operational plan
10. Use professional skills, knowledge and experience to bring forward new and innovative ideas for the Trust to pursue in the furtherance of its stated Objects
11. Ensure that the organisation defines its goals and evaluates performance against agreed targets
12. Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
13. Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Executive Officer

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to identify and raise new initiatives or ideas to the board, and to help the board of trustees reach sound decisions.

Each trustee will be expected to take a lead role in managing projects that complement their knowledge, skills and experience and will:

- i. Agree and assign clear roles and responsibilities within the project group
- ii. Make operational decisions to ensure the smooth running of the project, keeping the project within the approved budget
- iii. Report on progress of the project to the Board at agreed timeframes
- iv. Seek delegated authority from the Board, as appropriate, for agreement of financial or legal commitments with external agencies
- v. Liaise regularly with the Chair and Executive Officer to ensure progress is discussed and strategic decisions and actions are taken appropriately; provide the Executive Officer with key project documents including a risk and issues register

CONDUCT

- Attend and engage in four meetings per year, which includes the Annual General Meeting. Physical attendance is preferred but if this is not possible then attendance by whatever means (teleconference or internet engagement such as Skype) is appreciated. Apologies are expected where attendance isn't possible
- Commit to proactive engagement in at least one project group. Trustees recognise that such commitment will be variable and may require long-term engagement. Engagement can vary from deskwork to attending conferences or meetings, giving presentations etc.
- Be flexible and respectful of all Trust personnel, taking personal responsibility for ensuring good working relationships. Trustees are expected to be good team workers and strong team players. As the Trust is a small, virtual organisation, good communication is absolutely essential. Keeping the Executive Officer and/or Chair apprised of what is taking place is of paramount importance.
- Maintain a level of currency/working knowledge/networks, as appropriate, in their field of expertise.
- Represent and present the Trust positively to all stakeholders and be publicly supportive of the Trust's actions.

PERSON SPECIFICATION

Essential	Desirable
A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability openness and leadership	
Commitment to the organisation, its values and aims.	
Willingness to devote the necessary time and effort required for the benefit of the Trust business	
Possess good judgement and independence of mind.	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	
Excellent communication skills	
Experience of contributing effectively to project working/management and evaluation	Responsibility for managing/leading and evaluating a successful project
Demonstrate a willingness to work collectively as part of a group seeking constructive debate and dialogue	
Experience of working strategically and creatively to achieve the aims of an organisation	Experienced at strategic development to achieve the aims of an organisation
Experience of effective contribution to board/committee proceedings	
Experience of budget management	
Able to network nationally at senior levels in your field of expertise	Able to network nationally and internationally at senior levels in your field of expertise
Three years current post qualification/work experience in a relevant area	
Occupational Therapists	
Responsibility for maintaining professional standards within a service	
Current experience of delivering viable occupation based services	
Active participation in the occupational therapy profession beyond your workplace	