

NORWOOD

Trustee

Task Description

Responsible to: The Chairman

Within Norwood's overall aim of providing a wide range of residential, day and community services, together with educational and training programmes for children, young people, people with learning disabilities and their families the specific purposes of a Trustee are:

Primary objective:

The objective of every Trustee is to ensure, together with other Trustees, that the charity operates in a manner, which enables it to fulfil the objectives listed in the governing document and vision and purpose statements as effectively as possible.

Specific responsibilities:

Every Trustee should:

- Read the governing document and fully understand the charity's objectives and rules governing a Trustee's period of office
- Ensure that the charity operates within the law
- Regularly attend, and contribute to, Trustee Board meetings
- Maintain a governance perspective by ensuring that the Trustee Board establishes the charity's strategic direction and goals
- Evaluates the charity's performance regularly
- Defines the boundaries of management authority
- Delegates to management the implementation of plans and budgets
- Appraises the performance of the Chief Executive
- Represent an agreed Trustee Board position when speaking publicly
- Review the Trustee Board's performance annually
- Help to identify future Trustees and induct new ones

Other responsibilities:**Time Requirement:**

There are eight Trustee Board meetings each year and all trustees are expected to attend no less than six; to devote no less than one day a month to attending outside Trustee Board meetings, preparing for meetings, visiting services/departments, undertaking training or meeting key personnel. Each Trustee should also agree to undertake a role review annually and sign that she/he has understood the undertaking.

Person Specification

- To be committed to Norwood
- To be willing to devote the necessary time and effort to Norwood
- To have strategic vision
- To have good, independent judgement
- To be able to think creatively
- To be willing to speak openly
- To have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- To be able to work effectively as a member of a team
- To practice Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership