

TRUSTEE ROLE DESCRIPTION

As a Trustee you are responsible for the charity as defined in section 97 of the Charities Act 1995.

The Chair leads the Board of Trustees in the execution of their duties.

The Board of Trustees are jointly responsible for the governance and strategy of **ellenor**, its financial health and the probity of its activities in accordance with **ellenor's** Articles of Association (the "Articles") and applicable legal requirements.

The Trustees also oversee the day-to-day management of **ellenor** by the Executive team in accordance with the Delegation of Authority policy approved by the Trustees.

Time Commitment and Location

There are typically four Board meetings each year lasting between two and three hours, held in Gravesend on a Monday evening. In addition, one or two away days may be held for strategic planning and Board development.

There are 4 standing Committees. Board members are usually expected to serve on at least one Committee and to take part in working groups from time to time. Meetings may also take place in Gravesend or virtually by Microsoft Teams and these meetings are timed to occur during the hours of 9-5pm.

Board members are expected to maintain a high level of contact with **ellenor** so that they understand what it is doing and feel confident about the quality of its work.

Key Responsibilities

As a member of the Board of Trustees, you are expected to:

1. Understand **ellenor's** aims and objectives.
2. Attend and contribute to meetings of the Board and its Committees as relevant.
3. Maintain a governance perspective by ensuring that the Board:
 - Approves and actively monitors the implementation of **ellenor's** strategy, evaluating performance against agreed targets
 - Ensures **ellenor's** financial stability of the charity; acts as guardians of its assets, both tangible and intangible and takes all due care over their security, deployment, and proper application; and ensures proper investment of **ellenor's** funds
 - Safeguards **ellenor's** reputation, ethos and values
 - Delegates implementation of its decisions to the Chief Executive and the Executive team through a regularly reviewed and Board-approved Delegation of Authority policy
 - Manages the team in achieving **ellenor's** aims
 - Supports and promotes equality and diversity across **ellenor**

The above list of duties is not exhaustive, and Trustees will be expected to perform additional duties as are reasonably commensurate with their role.

What You Will Benefit From

As a Trustee, you will:

- Receive an induction and ongoing training.
- Have opportunities to take strategic decisions and develop new skills.
- Be able to make a real difference to the patients and families we care for.

Board positions are unpaid, although reasonable expenses may be reimbursed. Successful candidates will be appointed for a probationary period with a view to full Board membership after 6 months.

How To Apply

Please email your CV and a short covering letter to Mr. Mac Cheema, Board Chair c/o hr@ellenor.org