

Role Description - Trustee

Introduction

The Board of Trustees are collectively responsible for the overall governance and strategic direction of Soundwell Music Therapy Trust, the financial probity of its activities, and ensuring conformity with all legal and regulatory guidelines. As the Board are responsible for the governance and functioning of the Charity, they are accountable to a variety of external stakeholders including most notably Beneficiaries, Funders, and the Charity Commission.

Key Responsibilities

1 Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these by:

- 1.1 Working with the Director(s) and Staff Team to determine a clear vision, mission and strategic plan
- 1.2 Ensuring all detailed plans support the strategic priorities
- 1.3 Ensuring there are effective mechanisms to regularly review the strategic plans and priorities.
- 1.4 Engaging in active and constructive challenge of the staff team

2 Be responsible for the performance of the charity and for its 'corporate' behaviour

- 2.1 To agree the method for measuring objectively the progress of the charity and to receive and review regular reports on the performance of the charity
- 2.2 To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity
- 2.3 To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board
- 2.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity
- 2.5 To appoint the Director(s), and to set his/her terms and conditions
- 2.6 To receive regular reports from the Director(s) on progress towards agreed priorities
- 2.7 To hold the Director(s) to account for the management and administration of the charity
- 2.8 To agree Board policies

3. Ensuring that the charity complies with all legal and regulatory requirements;

- 3.1. To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements
- 3.2. To be familiar with the rules and constitution that govern the charity, to ensure that the charity complies with its governing documents and to review the governing documents regularly
- 3.3. To agree the levels of delegated authority to the Director(s), to ensure that these are clearly expressed, understood and recorded in writing by means of minutes

4. To safeguard the charity's assets taking all due care over their security, deployment and proper application.

- 4.1. To ensure that any monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board. At all times, ensure that the Charity is not open to abuse by potential unscrupulous suppliers, employees or volunteers
- 4.2. To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks where possible
- 4.3. To ensure that the income and property of the charity is applied for the purposes set out in the Trust Deed and for no other purpose

- 4.4. To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity
- 4.5. To be accountable for the solvency and going concern of the charity
- 4.6. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, including the charity's good name and reputation are properly valued, utilised and safeguarded

5. Ensuring that the charity's governance is of the highest possible standard.

- 5.1 To ensure that the charity has a governance structure that is appropriate to its size and its charitable objects
- 5.2 To reflect annually on the Board's performance and the performance of Trustees individually
- 5.3 To ensure that the Trustee Board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise
- 5.4 To ensure there is a systematic, open and fair procedure for the recruitment of Trustees
- 5.5 To ensure that major decisions and Board policies are made by the Trustees acting collectively and for which they take collective ownership

Additional Information

Trustee person specification:

Each Trustee must have:

- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

Soundwell Music Therapy Trust

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