

## **Soundwell Music Therapy Trust**

### **Role Description - Trustee**

#### **A Introduction**

The Board of Trustees are collectively responsible for the overall governance and strategic direction of Soundwell Music Therapy Trust, the financial health 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.

#### **B 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 Chief Executive (CEO) 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 CEO, and to set his/her terms and conditions
  - 2.6 To receive regular reports from the CEO on progress towards agreed priorities
  - 2.7 To hold the CEO 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 CEO, 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

## **C 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

Finally, at all times to uphold to the **Seven Principles of Public Life:**

*(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).*

### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.