

Trustee

Job Description

Reports to:	The Board
Post:	Voluntary with expenses reimbursed
Meetings:	Scheduled quarterly trustee meetings in Salisbury with email communication in between and ad hoc sub-meetings as required

Purpose of the role

As a representative of the Society to be the main force pressing South Wilts Mencap to the realisation of its opportunities for service and the fulfilment of its objectives to South Wilts Mencap's service users, contractors, volunteers, funders and wider community. As a member of the Board, depending on your skills and/or interests, you may be asked to take on a specific responsibility.

Responsibilities of the Board of Trustees

Planning

- Approve South Wilts Mencap's mission statement and review the Operations Committee's performance in achieving it
- Annually assess the changing environment and approve South Wilts Mencap's one-year plan
- Annually review and approve South Wilts Mencap's one-year strategy
- Review and approve South Wilts Mencap's five-year financial goals
- Annually review and approve South Wilts Mencap's budget
- Approve major policies

Organisation

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward and if necessary or desirable, change the Chair of Operations of South Wilts Mencap.
- Regularly discuss with the Chair of Operations matters that are of concern to him/her or to the Operations Committee
- Be assured that management succession is being properly provided
- Be assured that the organisational strength and staffing is equal to the requirements of the long-term goals
- Approve appropriate contract rates, terms and conditions of service for all contractors
- Put forward names of prospective members of the Board of Trustees and Operations Committee and fill vacancies as needed
- Annually approve the contractor's service agreement and review their performance

- Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

Operations

- Review the results achieved by the Operations Committee in relation to South Wilts Mencap's aims and objectives, annual and long-term goals and the performance of similar projects
- Be certain that the financial structure of South Wilts Mencap is adequate for its current needs and its long-term strategy
- Approve major actions of South Wilts Mencap, such as capital expenditure on all items over authorised limits and major changes in activities and services.

Audit

- Be assured that the Board is adequately and currently informed
 - through reports and other methods
 - of the condition of the organisation and its operations
- Be assured that published reports adequately reflect the nature of the services and the financial condition of South Wilts Mencap