

Deafblind UK Governance

Role	Trustee
Tenure	



**DEAFBLIND
·UK·**

(Please contact Lynn Masson at: lynn.masson@deafblind.org.uk or call 01733 358100 if you would like this document in an alternative format).

Overall role

Trustees take ultimate responsibility for the work that the organisation does and the way in which it uses its assets to achieve its aims. The trustees are legally responsible for ensuring that Deafblind UK operates to the standards set by the Charity Commission and parliament. As Deafblind UK is also a company limited by guarantee, the trustees as directors of the company are responsible for ensuring compliance with Companies House requirements. Trustees are not expected to be involved in the day-to-day running of Deafblind UK.

Key Responsibilities and Statutory duties

1. Ensure that Deafblind UK complies with its governing document, charity and company law and any other relevant legislation or regulations.
2. Ensure that Deafblind UK pursues its objects as defined in its governing document.
3. Ensuring that the organisation has a clear vision, mission and strategic direction, and is focused on achieving these.
4. Ensure Deafblind UK uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
5. Give firm strategic direction to Deafblind UK, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
6. Safeguard the good name and values of Deafblind UK.
7. Ensure the effective and efficient administration of Deafblind UK.
8. Ensure the financial stability of Deafblind UK.
9. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
10. To sit on an appropriate sub-committee or advisory group
OR
To support staff, when requested, by sharing your expertise as a member of a working group or support staff in other appropriate ways.
11. To attend bi-monthly trustee meetings, read relevant papers and be prepared to make a contribution.
12. To be prepared to act as a spokesperson for the organisation when asked by the Chief Executive, and to work within an agreed brief.
13. To attend events as an ambassador for the organisation, to network and promote the work of the organisation.

14. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate.
15. To reflect annually on the Board's performance and your own performance as a trustee and to attend appropriate training events.
16. To agree the organisation's policies and ensure that they will assist in the achievement of the strategic and operational plans.
17. To ensure that the organisation has satisfactory financial control systems and procedures, and to review the level of risk annually.

Other duties

In addition to the above statutory duties, trustees are required to use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Working in partnership with other trustees, the Chief Executive and other senior staff
- Focusing on key issues
- Providing guidance on new initiatives
- Sitting on any staff appraisal, recruitment and disciplinary panels as required
- Safeguarding the good name and values of Deafblind UK
- Other issues in which the trustee has special expertise

All members of the Board of Trustees should be able to demonstrate:

Qualities

- an understanding of and a commitment to Deafblind UK, its purpose and its work
- objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement
- a commitment to act solely in the best interests of the organisation, and its members and other Service Users, without regard to personal interest or benefit
- strategic vision and the ability to focus on practical issues
- readiness to take, and be accountable for, decisions
- an awareness of how the world is changing politically, economically and socially
- the necessary time to be an effective trustee

Experience

The Board of Trustees overall should have all the attributes needed to fulfill its role and responsibilities, including in particular:

- experience of leadership and board level decision making
- experience of wider financial issues and specific skills in audit and risk management
- a broad experience of good governance in business, the public sector or not-for-profit organisations and an understanding of the governance of charities and the duties and responsibilities of trustees

- a broad understanding of deafblindness and the issues faced by those who are deafblind or have a combined sight and hearing loss.

Generic Trustee requirements

- Commitment to the values and ethos of Deafblind UK
- Personal experience, or knowledge and understanding of deafblindness
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Experience in any of the following area's:
Financial management/investment expertise, business acumen, change management, legal, human resources, fundraising, procurement, IS and business process review, marketing, PR and communications

Trustees must have no significant potential conflicts of interest

The time commitment for Trustees is expected to be about 6 days a year