



Description of Rôle

Volunteer Role Title: Trustee
Reports to: Chief Executive Officer and Board of Trustees (Management Committee)
Statutory Duties
<p>To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.</p> <p>To ensure that the organisation pursues its objects as defined in its governing document.</p> <p>To ensure the organisation uses its resources exclusively in pursuance of its objects.</p> <p>To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.</p> <p>To safeguard the good name and values of the organisation.</p> <p>To ensure the effective and efficient administration of the organisation.</p> <p>To protect and manage the property of the charity and to ensure the proper investment and management of the charity's funds.</p> <p>To appoint new Trustees directors and monitor their performance.</p>
Other Duties
<p>Scrutinising board papers.</p> <p>Leading discussions.</p> <p>Providing guidance on new initiatives.</p> <p>Share particular expertise as appropriate with other Trustees and staff members.</p>

Norfolk Clubhouse Charity

Person Specification

<p>Volunteer Role Title: Trustee</p>	<p>Department: Management Committee (Board)</p>
<p>Qualities</p>	<p>Creativity, objectivity, honesty, fairness, trustworthy, integrity, respect, wisdom, discretion and sound judgement.</p> <p>A commitment to act solely in the best interests of the Charity and organisation as a whole, without sole regard to personal interest or benefit.</p> <p>Leadership qualities – humility, warmth, transparent communication, knowledge and understanding, competence.</p> <p>Readiness to take and be accountable for decisions made.</p> <p>The necessary time to be an effective trustee.</p> <p>Enthusiasm and motivation for the mission of the Charity.</p> <p>A good team player and open and willing to embrace and work through conflicting opinions positively.</p> <p>No significant potential conflicts of interest.</p>
<p>Knowledge & Skills</p>	<p>Understanding of and empathy with the Clubhouse model of working with those with mental ill health and the recovery process.</p> <p>Strategic vision and the ability to focus on practical issues.</p> <p>An interest in promoting social justice and an understanding of social, political and economic issues which may contribute systemically to mental illness.</p> <p>Understanding of and commitment to Equal Opportunities and the Equalities Act 2010.</p> <p>We are looking for individuals with skills and experience in any one of the following areas:</p> <ul style="list-style-type: none"> Financial Management Business Development & Fundraising Strategic Planning Change Management Safeguarding Health and Well-being Law as related to Charities Human Resource Management Marketing, PR and Communications