



Trustee Role Description

Purpose of role:

The Board of Trustees is responsible for the overall governance and strategic direction of Wandsworth Care Alliance (WCA).

Scope and Objectives:

Trustees have a duty individually and collectively to:

- Determine the overall direction and development of WCA through good governance and clear strategic planning.
- Ensure that WCA pursues the objectives defined in its governing documents, and complies with charity law, company law, employment legislation, and with all other relevant legislation, constantly striving for best practice in governance.
- Uphold the financial responsibilities invested in their position, undertaking such duties in a way that adds to public confidence and trust in WCA.
- Ensure that WCA uses its resources in pursuit of its charitable objects.

Main duties:

- To contribute actively to the Board's role in providing direction for WCA, in setting overall policy and in maintaining a framework of good governance and accountability, and in evaluating performance against agreed targets.
- To give clear direction, leadership, guidance and advice to the WCA director and staff.
- To safeguard the good name and values of WCA and to act as an ambassador for the organisation.
- To provide vision, inspiration and support to the WCA director and staff.
- To ensure the effective and efficient administration of WCA.
- To ensure the financial stability of WCA.
- To appoint the director and monitor his/her performance.
- To use specific skills, knowledge or experience to help the Board of Trustees to reach sound decisions.

This may involve:

- Scrutinising Board papers;
- Contributing to or leading Board discussions;
- Acting as a board champion for a particular area of WCA's work;
- Identifying and focusing on key issues;
- Providing guidance on new initiatives;
- Being part of a working group.

Duty of Care:

Each Trustee will:

- Apply reasonable care and skills as a Trustee, using their knowledge and experience to ensure that WCA is well run and efficient;
- Be ready to consider the need for external professional advice on matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties;
- Safeguard the good name and values of WCA.
- Maintain absolute confidentiality about sensitive information received in the course of responsibilities as a Trustee.

Each Trustee will:

- Ensure that the charity is and will remain solvent; keeping informed of the charity's activities and financial position;
- Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk.

Each Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of WCA in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
- Is an un-discharged bankrupt.
- Has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.
- Is under a disqualification order under the Company Directors Disqualification Act 1986.

It is an offence to serve as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

For a valuable guide on what a trustee needs to know, please download The Essential Trustee guide at the following link; <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Accountability:

The law imposes a duty of care on Trustees to act responsibly and prudently in all matters relating to their charity and to act in the best interests of the charity.

WCA is a registered Charity and Company Limited by guarantee and Trustees are therefore accountable to the members, the Charity Commission, and to Companies House (as company directors).

Suitability as a WCA Trustee will include many of the following:

- Commitment to Wandsworth Care Alliance (WCA).
- Willingness to devote the necessary time and effort.
- Availability to attend meetings regularly.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to participate actively in discussions, listening to others and contributing accordingly.
- To use professional experience and any technical skills and knowledge to contribute to Trustee decision making.
- Ability to work effectively as a member of a team.
- Ambassadorial ability and willingness to represent WCA in a range of situations.
- Experience of involvement in community or residents' groups and/or in building community involvement.
- Commercial awareness including, but not limited to: marketing, branding, fundraising and social media.
- Skills and experience within finance or communications.
- Valuing diversity, with experience and/or knowledge of minority issues and perspectives.
- Capacity to pursue potential sources of charitable investment in WCA.
- Willingness to take part in training and learn new skills.

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