

DERBYSHIRE CARERS ASSOCIATION TRUSTEE JOB DESCRIPTION

Statutory Duties

1. To ensure that Derbyshire Carers Association complies with its governing document, charity law and any other relevant legislation or regulations.
2. To ensure that Derbyshire Carers Association pursues its objects as defined in its governing document.
3. To ensure Derbyshire Carers Association 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.
4. To contribute actively to the Board's role in giving firm strategic direction to Derbyshire Carers Association, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of Derbyshire Carers Association.
6. To ensure the effective and efficient administration of Derbyshire Carers Association.
7. To ensure the financial stability of Derbyshire Carers Association.
8. To protect and manage the property of Derbyshire Carers Association and to ensure the proper investment of the charity's funds.
9. To appoint the Chief Executive and monitor his/her performance.

Other Duties

In addition to the above statutory duties, Trustees should use any specific skills, knowledge or experience they have to help the committee reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise
- Mentoring/Supervising Staff
- Providing additional support in times of crisis or long term staff absences

Trustee Person Specification

- 1.0 Commitment to Derbyshire Carers Association
- 2.0 Willingness to devote the necessary time and effort
- 3.0 Strategic vision
- 4.0 Good, independent judgement
- 5.0 Ability to think creatively
- 6.0 Willingness to speak their mind
- 7.0 Understanding and acceptance of the legal duties and responsibilities
- 8.0 Ability to work as a member of a team