

Job Description

# JOB TITLE: Trustee-Director

## JOB PURPOSE

The Charities Act 1993 defines Directors as the people responsible under the charity's governing document for controlling the administration and management of the charity. At Dudley Lodge the charity trustees are known as the Board of Directors.

To be responsible for the charitable purpose as declared in the objects of Dudley Lodge.

A Board member acts as part of a group to ensure:

* Compliance with charity law, company law and any other legislation
* Governance responsibilities are adhered to
* Strategic planning & review is conducted in conjunction with the Chief Executive
* Financial stability sustained & proper investment of Dudley Lodge’s funds

**EFFECTIVENESS AREAS**

1. Board Membership
2. Governance & Financial Responsibility
3. Strategic Planning & Review Support
4. Reputation & Promotion

**Board Membership**

* Expectation to attend all Board Meetings and any other extra ordinary meetings as arranged
* To be part of short life sub committee’s or working groups as they arise
* To champion the Dudley Lodge Way both inside and outside the organisation so that the values and behaviours enshrined are translated into a sustainable and successful business.
* In addition to your statutory duties, each Trustee-Director should use any specific skills, knowledge or experience they have to help the Board of Trustee-Directors reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee-Director may have special expertise.

**Governance & Financial Responsibility**

* To ensure that Dudley Lodge complies with it’s governing document (i.e. its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations.
* To support Executive Team in ensuring that Dudley Lodge pursues its objects as defined in its governing document & maintains financial responsibility
* To further the work of Dudley Lodge, keeping within it’s charitable objectives.
* To support the Executive team in maintaining the financial stability of Dudley Lodge
* To protect and manage the property of Dudley Lodge and to ensure that proper investment of Dudley Lodge’s funds

**Strategic Planning & Review Support**

* To work in collaboration with the Executive Team in formulating strategic plans and regularly review the long range strategic aims of Dudley Lodge. Also firm direction in setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To support the Executive Team in reaching Dudley Lodge’s mission and aims

**Reputation & Promotion**

* To serve as an additional promoter of the work and reputation of Dudley Lodge using the knowledge, experience and contacts of the Board of Trustee-Directors
* To promote Dudley Lodge to wider audience of potential donors and beneficiaries

**Note –** A full induction will be provided for all Board members and relevant training will be provided as necessary.

***Dudley Lodge encourages people from a wide variety of backgrounds with a variety or previous work experiences and skills to join our forward thinking well respected charity.***

**Person Specification**

***A Trustee-Director must have:***

* A willingness to devote the necessary time and effort to ensure its proper management
* An understanding and acceptance of the legal duties responsibilities and liabilities of trusteeship and role and governance
* An understanding and commitment to the values underlying the Dudley Lodge Way.
* An ability to work effectively as a member of a team and to take decisions for the good of Dudley Lodge
* Good communication and interpersonal skills
* Good, independent vision, judgment and integrity
* An ability to think creatively

*Reviewed 23.4.13*