TRUSTEE ROLE DESCRIPTION & WHAT WE ARE LOOKING FOR?

Duration	3 years with the option of re-election to max of 3 terms.
Time Commitment	Minimum 30 hrs per year (including reading and preparation time for meetings; travelling to and attendance at meetings)
Remuneration	Voluntary role, reasonable travel and other expenses reimbursed
IT	You will need access to computer facilities and be able to use technological solutions e.g. video conferencing; email

Purpose of Role

The primary responsibility of trustees is to provide the organisation with strategic leadership and maintain a governance perspective to ensure it is well managed and administered, and resources are used appropriately. Each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers before meetings, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

Specific duties

- To ensure that the charity pursues its objects as defined in the memorandum and articles of association and to set and maintain its vision, mission and values.
- To ensure that Carers in Bedfordshire complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- To exercise proper financial control and ensure the organisation applies its resources exclusively in pursuing its objects.
- To ensure the financial stability of the organisation and the proper investment of the organisation's funds.
- To give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure accountability and take collective responsibility for the actions of the organisation and other trustees.
- To maintain effective board performance and ensure the effective and efficient administration of the charity.
- To safeguard the good name and values of the organisation and declare any conflict of interest while carrying out the duties of a trustee.
- To attend meetings and read papers in advance of meetings.
- To keep informed about the activities of the organisation and wider issues which affect its work.
- To participate in other tasks as they arise from time to time, such as interviewing new staff, representing the organisation at appropriate events, meetings or functions.

WHAT ARE WE LOOKING FOR?

This section sets out the key skills, knowledge and experience required from Trustees at CIB. They represent the personal attributes that support a Trustee's approach to a Board related situation. They are intended to support good governance and effective decision-making

Not all the skills/experience criteria will need to be demonstrated to the same level by each individual Trustee as the Board works as a team to support the charity. Volunteering as a trustee will provide you with the opportunity to strengthen your skills and experience.

Skills/Knowledge /Experience	**Essential Criteria**
Leadership & Commitment	• Understand and accept the duties and liabilities of being a charity Trustee • Empathy with the vision, mission and aims of CIB • A willingness and ability to devote the necessary time and effort • Actively demonstrate the values of CIB • Engage with members and stakeholders to inform decision making
Focus & Organisation	• Apply knowledge strategically • Think creatively • Keep mission-focused • Analyse and evaluate management information and other evidence • Willingness to listen and learn
Communication & team working	• Communicate clearly and sensitively and to take an active part in discussions • Influence and engage • Work effectively as part of a team • Willing to express own opinion in a reasoned way, while also listening to the views of others • Able to challenge constructively and ask questions appropriately
Management & Accountability	• Exercise sound and independent judgment • An understanding of confidentiality, conflicts of interest and professional standards and an ability to act with integrity. • Willingness to make and stand by collective decisions, including those which may be unpopular • A fair and inclusive approach • Manage difficult and/or challenging situations • Maintain confidentiality on confidential and/or sensitive information
Skills/Knowledge/Experience	**Desirable Criteria**

Personal Caring Experience	• Current or previous experience as an unpaid carer for family or friends
Stewardship and governance	• Previous experience in a Trustee role in a similar size organisation
Specialist expertise	• Digital and AI skills and background • Marketing, communications or public relations • Academic, research or policy background in the care sector • An area of expertise relevant to CIB such as Health and social care, accountancy/financial management, law, project or programme management, human resources or organisational development • Public policy formulation and influencing techniques in national or local government • Fundraising • Service provision at a senior level in a health or social care setting • Developing and delivering services which promote inclusion, equal opportunities and diversity