

## Trustee Role Profile

Trustees are ultimately responsible for the work of The Pituitary Foundation. You should be committed to the vision, mission and values of the organisation.

### Main duties

#### 1. Strategy

- To provide strategic leadership for the organisation by taking part in formulating and regularly reviewing its strategic aims, setting overall policy, and evaluating performance.
- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its sub-committees etc.
- Reflect the organisation's values, vision and principles, strategy and major policies at all times.

#### 2. Scrutiny

- To ensure that the activities, policy and practices of the organisation are in keeping with its objects and aims.
- To ensure that the organisation complies with the legal and financial requirements of a charitable organisation and its own governing documents and strives to achieve best practice.
- To appoint the CEO and monitor their performance.
- To ensure the effective and efficient administration of the organisation, and its financial health.
- To participate in risk management oversight.
- To appoint Trustee officers to ensure the smooth and efficient running of the Board, viz; Chair, Vice Chair, Honorary Secretary and Honorary Treasurer.

#### 3. Support

- To support the Chief Executive and staff in delivering the vision and mission of the organisation.
- Be an active member of the Board in exercising its responsibilities and functions.
- Be a supportive ambassador of the charity.
- Contribute specific skills, interests, networks and support the organisation in fundraising activities.

## Expectations of Trustees

- To uphold the charity's values at all times.
- Willingness to devote the time and effort needed to fulfil the role.
- To contribute professional skills, technical expertise, knowledge and experience to assist the Board to reach sound decisions to support the aims of The Foundation.
- To prepare for, and attend, all Board meetings. (Board meetings are held up to four times a year during normal office hours. Attendance remotely is possible. Board papers are circulated at least a week prior to meetings).
- To participate in sub-committees and task and finish groups etc.
- To attend the General Meeting of Members.
- To respond in a timely manner to correspondence. Trustees must have access to, and regularly monitor their e-mail accounts, as decisions and feedback are often required to be made electronically.
- Take part in training and development sessions provided for the benefit of the Board members.
- Fulfil such other duties and assignments as may be required from time to time by the Board.

## Person Specification

- Understand the experiences of people affected by pituitary conditions.
- Commitment to The Pituitary Foundation's values and to meet behavioural standards described in the charity's competency framework.
- Always personally aim towards maintaining the major principles of public life: selflessness, integrity, objectivity, accountability, honesty, openness and leadership.
- Commitment to equality, diversity and inclusion; contributing to a positive working culture.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship.
- Willingness and availability to devote the necessary time to your role and the charity.
- Ability to work effectively as a member of a team and to take decisions for the good of The Pituitary Foundation.
- Strategic vision and ability to exercise independent judgement.
- Willingness to speak your mind respectfully, openly and honestly.

## **Behavioural competencies**

Trustees and staff are expected to meet behavioural standards described in the competency framework. These are organised into the following 6 categories and descriptions are specific to the role level.

1. Communication
2. Teamwork
3. Leadership
4. Delivering quality
5. Customer service
6. Improvement and change.

## **Other useful information**

- Only out-of-pocket expenses will be reimbursed.
- Our values are to be: trustworthy, open, knowledgeable, patient led and caring.