

Role Profile

Job Title:	Trustee
Reports to:	Chair of the Board Trustees
Accountable to:	Board of Trustees

Main Purpose of Job

Splitz Support Service is registered as a charity with the Charity Commission in England and Wales. Splitz Support Service is also registered as a company limited by guarantee which establishes it as a legal entity that is separate and distinct from its members and trustees.

The objects and governance of Splitz are set out in the governing document (the Articles and Memorandum of Association).

The Board are both directors and trustees of Splitz Support Service and must act within the provisions set out in the governing document.

The Board

The role of the Board is to ensure delivery of the aims and objectives of the organisation and to provide it with strategic leadership and approve its future direction. In undertaking this role the Board must ensure the organisation:

- Operates within the objectives set out in the governing document
- Utilises assets and resources for charitable purposes in line with the governing document
- Acts in the interests of its members
- Adheres to charitable and company law
- Adheres to the organisation's philosophy and values
- Upholds the reputation of the organisation

Main Responsibilities and Tasks

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.

Trustees are charged within company and charitable law with:

- Serving the whole organisation and not as representatives of any specific interest group
- Acting in the best interests of the organisation at all times

Trustees are required to ensure that:

- The organisation complies with its governing document, charity law, company law and other relevant legislation or regulation
- The organisation operates within the aims and objectives as set out in its governing document
- The organisation's resources are applied exclusively in pursuit of its objectives
- The Board operates effectively, and:
 - approves the organisation's strategic direction and goals
 - approves the overall organisation policies
 - evaluates the organisation's performance on a regular basis and holds the Chief Executive accountable for outcomes
 - ensures the financial stability of the organisation and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate
 - defines the boundaries of management authority
 - delegates the implementation of its decisions to the Chief Executive and Senior Management Team, supporting them as required to carry out their work
 - reviews its performance annually and that all Trustees actively participate in this
- The Board's agreed position is represented when speaking publicly on behalf of the organisation
- Information gained during the course of working as a Trustee is kept confidential and in particular the content of emails and Board papers
- Comply with the Charity Commissions Governance Code

The term of office for elected and co-opted trustees is three years, with a maximum of three consecutive terms, unless agreed by the full Board as described in the Articles and Memorandum of Association. Within each term of office trustees are expected to:

- Attend meetings of the Board (to be at least four per year, plus two strategic meetings and at least one away day to enable review and strategic planning) and actively contribute expertise
- Attend the organisation's annual general meeting of members and any extraordinary general meetings if required
- Contribute expertise to Board committees and possible other expert committees as relevant
- Operate as a Board Champion taking a particular interest in a specific area of governance and being an advocate and expert for that subject on the Board
- Assist the Board and Chief Executive in promoting the organisation's goals and values and to represent the Board's agreed position when speaking publicly on behalf of the organisation
- Undertake both individual and Board training and development as required

Other

Remuneration and expenses

The role of trustee of Splitz Support Service is voluntary and trustees will not receive any remuneration for their services on the Board

Out-of-pocket expenses incurred by trustees in the course of carrying out the role will be reimbursed in accordance with the organisation's expenses policy

Conflicts of interest

Trustees have a duty to:

- Declare any potential conflicts of interest relevant to their trustee role e.g. where the individual has an interest in company that may wish to provide a service to the organisation
- Take steps to resolve any conflicts that may arise. In instances of private interests conflicting with trustee duties, the trustee must resolve this conflict in favour of the trustee role or resign
- Declare any financial interest in a matter under discussion and withdraw from the room unless he/she has a dispensation to speak
- Declare an interest in any matter which might reasonably cause others to think it could influence their decision. He/she should state the nature of the interest but may remain in the room and participate in the discussion
- Consult with the Chair if in any doubt about the application of these rules

Person specification

Requirements	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• Educated to Bachelor's degree or equivalent	<ul style="list-style-type: none">• Evidence of academic achievement at Masters or Doctorate level

<p>Experience, knowledge and skills</p>	<ul style="list-style-type: none"> • Experience of Boards and Committee's • Experience of strategic planning and senior management in business, the voluntary or public sectors • Experience of leadership in a regulated environment • Experience and understanding of voluntary sector governance and charitable objects • Understanding of the distinction between management and governance • Demonstrable commitment to Diversity • Commitment to Splitz Support Service work supporting people affected by domestic and sexual violence • Ability to maintain confidentiality and discretion • Willingness to undertake individual and Board performance reviews • Good independent judgement and integrity, a confident and effective decision maker • Ability to evaluate and interpret complex information • To be available in between meetings to act as a sounding board and review organisational performance • Willingness to attend events and PR activities as required 	<ul style="list-style-type: none"> • Personal experience of domestic abuse or sexual violence
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