

ROLE DESCRIPTION FOR A TRUSTEE

Trustee of 21 Together

21 Together is a registered charity in Kent set up in 2016 by four parents each with a child with Down's syndrome. It is now a vibrant and thriving community charity with families at the heart of everything we do.

Vision

Everyone has the right to live their lives to the fullest of their potential, regardless of disability or disadvantage.

Mission

Supporting children and young people with Down's syndrome and their families, to access the right support to live full and vibrant lives.

Aims

- Enable people with Down's syndrome to be fully included in society by giving them access to the early intervention and skills needed to achieve the best possible outcomes in their lives.
- Educate families and professionals to enable them to provide the best possible support for people with Down's syndrome.
- Support families through peer networks, parent support groups and online forums.
- Advocate and build awareness of the achievements of people with Down's syndrome. Recognising the positive impact of our community on the wider world is key in promoting true inclusion and cohesion.
- Promote raised expectations of what is possible within our community and the wider community.

Time commitment:

Up to seven Board meetings per year, these may take place via video conferencing or in the Maidstone office dependent on the needs and availability of the Trustees attending. We ask Trustees to commit to attending at least three meetings in person at the office, or in another suitable venue, and at least five meetings in total over the year. All meetings are held at times to suit those Trustees attending. In addition, Trustees are expected to attend and/or support events, if and when this is needed. This may be up to three additional engagements per year. Trustee training will be provided and there is an expectation that Trustees will complete a basic level of training in areas such as safeguarding.

Remuneration

The role of a Trustee is a voluntary position and is therefore not remunerated. However, reasonable expenses for travel, training and prior approved expenses incurred in carrying out duties may be claimed.

Location

Maidstone, Kent

Reporting to:

Chair of Trustees

Role Description

To be a Trustee of a charitable organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experience, and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and other stakeholders and remains true to its charitable objects.

The statutory duties of a Trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (Constitution), charity law, and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation. Protecting and managing the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Charity Manager (if the charity employs staff)

In addition to the above statutory duties,

- Each Trustee should use any specific skills, knowledge, or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.
- Act as an ambassador for the charity within your own local connections and community. Promoting our work and engaging in both brand awareness and fundraising, within your personal networks where this will benefit the charity.
- Ensuring that the charity has a clear vision, mission, and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the charity.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Willing to commit to reading and digesting any relevant paperwork provided in advance of meetings
- Strategic vision
- Good, independent judgement
- An ability to think creatively



- A willingness to speak their mind in a positive manner and listen to other points of view respectfully
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- An ability to work effectively as a member of a team
- A willingness to engage in local promotion, fundraising and championing of the Down's syndrome community.

Experience desired:

- Successful experience of operating within a board or management team of a charitable, public sector or commercial organisation.
- Previous experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- A track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.
- A commitment to promoting equality and diversity.

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Willingness to make independent recommendations to the Board, and prepared to express their opinion.
- Willingness to use their skills and experience to give staff advice and guidance on an ad hoc basis
- Able to offer good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship. (The Charity carries Trustee liability insurance)
- Able to work effectively as a member of a team of Trustees.
- Prepared to join a sub-committee appropriate to the Trustees' skills, interests and availability and / or support at key events in the year.

For further information or to speak to one of the team please get in touch:

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View our annual report on the website: <https://21together.org.uk/who-are-we>