# Trustee Role / Requirements

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| Job Title: | Trustee  |
| Area:  | Board of Trustees  |
| Base: | Hybrid working (most meetings are online, but occasionally the board meeting in person in a mid-Cornwall location)  |
| Reports To: | Chair   |

# Role summary

As a member of the Board, Trustees work in partnership with the Chair, Chief Executive Officer and each other, in addition to senior staff members, to support the employees in achieving the aims of Cornwall VSF and will seek to optimise the relationship between the Board of Directors and the staff. Using their specialist skills, they will participate in conversations which facilitate excellent, well-rounded, and carefully considered strategic decision-making.

They will ensure that high standards of probity and governance prevail, and that Cornwall VSF maintains an excellent reputation for operating to these standards. The Trustees will also reflect these principles with their own conduct.

The Board of Trustees is collectively responsible for the success of Cornwall VSF by directing and supervising its affairs. This includes responsibility to maintain financial viability, using resources effectively within appropriate financial controls, ensuring high levels of probity and value for money and to deliver high standards of clinical governance, ensuring that all standards are met.

# Key responsibilities

* Promote the vision, values and objectives of Cornwall VSF and take an active role in developing the organisation’s strategy.
* Assist Trustee colleagues in setting strategic aims, ensuring that the necessary financial and human resources are in place and that performance is effectively monitored and reviewed.
* Ensure that the Board maintains its responsibility for the effective governance of the organisation and achievement of quality of care and financial success.
* Promote the development of a ‘listening’ organisation, attuned to the voice of organisations using our services and staff.
* Work closely with Board colleagues in a supportive and constructively challenging manner, using specialist skills, independent judgement and advice to help develop strategy, service transformation and organisational direction.
* Take part in the appointment of the senior executive team and in determining remuneration.
* Work with Board colleagues in setting and demonstrating agreed values and standards and ensure that Cornwall VSF’s obligations to its stakeholders and the wider community are understood and fairly balanced at all times.
* Engage positively and collaboratively in Board discussion of agenda items and act as an ambassador in engagement with stakeholders including the local community.
* Actively participate and lead in relevant sub-committees of the Board.
* Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff and members and in all aspects of its business.
* Execute the responsibilities of a company director according to lawful and ethical standards, as referenced in Company Law, the Articles of Association and the NHS Constitution.
* In accordance with agreed Board procedures, monitor performance and conduct of the Senior Management Team in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports, annual accounts and other statutory duties.
* As a Member of the Board and as appropriate, appoint, remove, support and encourage senior executives.
* Obtain assurance that all quality and performance information is accurate, and that appropriate controls and assurance systems are robust and defensible.
* Bring independent judgement and experience based on commercial, financial and legal or governance expertise for the benefit of the organisation.

# Specialist responsibilities

* It is expected that each Trustee will be allocated one or more specific responsibilities / areas of interest to be involved in.
* These will be determined and agreed between the Chair and post holder.

# General organisational responsibilities

In addition to the above, the Trustees have a responsibility to champion the good practice of the organisation with regard to the following areas:

* Delivery of support to the highest quality.
* Empowerment and support of staff in the delivery and development of services.
* Equality and Diversity - a personal responsibility to promote this in all aspects of the role.
* Confidentiality and Integrity - to refrain from unauthorised use or disclosure of personal or business information shared verbally, electronically or in writing. A breach of this is regarded as misconduct.
* Health and Safety at Work - in accordance with the Health and Safety at Work Act 1974, to take reasonable care to avoid injury, harm or detriment to wellbeing to yourself and to others in the course of your activities.
* Risk Management - to participate as required, with risk management processes and comply with requirements for mandatory and statutory training.
* Safeguarding Children and Adults - to safeguard and promote the welfare of children and vulnerable adults and act in such a way that, at all times, safeguards the health and wellbeing of those we support.
* Environmental Issues - to take responsibility for the reduction of carbon emissions within the organisation, particularly relating to reducing energy consumption, low carbon travel, consideration of goods and services being purchased and waste reduction.

# Key relationships

# Internal

* Chair of Cornwall VSF
* Chief Executive of Cornwall VSF
* Board of Trustees
* Cornwall VSF team

# External

* Commissioning organisations (Including but not limited to Cornwall Council and Cornwall and Isles of Scilly Integrated Care Board)
* Voluntary, community and social enterprise sector
* Wider stakeholders (including but not limited to Universities, Police, Probation Services, Lottery)

# Person specification

For this post, the successful candidate will bring a portfolio of boardroom skills including leadership, financial and commercial acumen, performance management, relationship building and change management.

Beyond these skills they will bring an interest in voluntary, community, social enterprise sector, enthusiasm, energy, firm resolve and inspirational leadership. Some understanding of health sector will be considered desirable together with knowledge and understanding of the Cornwall community, its demographics, and the needs of the population.

In addition, we are seeking candidates with particular strengths in the following areas:

* Treasurer
* Contracts and commissioning
* Communications / marketing
* Health representation
* Business development / strategy / planning

We encourage and welcome people who are suitably skilled from all backgrounds. We particularly encourage people who are disabled, or people from Black, Asian and minority ethnic backgrounds and LGBTQ+ groups as these people are currently underrepresented at Board level. Whilst previous board experience is desirable, is not an essential requirement from all new trustees; we have a commitment to support and develop trustees to ensure that they can fulfil their roles and responsibilities effectively and make a positive contribution to our board.

We would also actively encourage people who are currently working at grassroots level with communities in Cornwall, either in a paid or voluntary capacity and would like to have representation from a young trustee on our Board. As a supporter of the Young Trustee’s Movement we recognise that young people offer a different insight and perspective, which will ultimately lead to better governance and will bring new ideas and perspectives on your board which challenges traditional beliefs and systems.

# Experience

Candidates will need to demonstrate that they have the necessary experience and expertise and will need to show that they have:

* Significant experience of senior management within an organisation with a significant budget and of comparable size and complexity.
* A proven track record of working within communities.
* An entrepreneurial approach with a successful reputation gained within their field.
* A portfolio of high-level governance and organisational skills including strategic planning, financial management, risk management, organisation performance management and service delivery and development in a regulated environment.
* Experience of, and a high level of commitment to, building and developing successful partnerships, alliances and working relationships with a range of stakeholders.
* Experience of either social enterprise or third sector organisations would also be desirable.
* In addition, some understanding of VCSE delivery will be considered desirable together with knowledge and understanding of the Cornwall community, its demographics and the health needs of the population.

It is believed the following competencies are required to be effective in this demanding leadership role. They are:

* People and community focus: high level of commitment to patients, people the community and to tackling health inequalities in disadvantaged groups.
* Self-belief and drive: the motivation to inspire continuous improvement in services supporting health and wellbeing and drive organisational performance with the confidence to take on challenges.
* Intellectual flexibility: the ability to be creative, make sense of complexity and clarify it for other people.
* Strategic direction: the ability to develop a clear vision and enthuse others.
* Holding to account: the willingness to be held to account for Board performance and to manage relationships with other Board members.
* Team working: the ability to take on a personal leadership role and build a strong and effective team.
* Effective influencing and communication: a high level of ability to gain support and influence, as well as considerable political acumen.
* Change Management: ability to understand issues of change and its impact on staff and management.

# Personal Qualities

* Commitment to Cornwall VSF’s values, vision, mission and objectives as a charity.
* Well respected and accustomed to a high level of accountability.
* Able to demonstrate strategic leadership skills and engender respect from others.
* A good listener, able to weigh up arguments and summarise for others.
* Work with Board members, and others as appropriate, to meet common goals and ensure they utilise their skills and expertise for the good of the Company.
* Politically astute, able to grasp relevant issues and understand the relationships between interested parties.
* Be independent in judgement and think creatively.
* Strong interpersonal skills, communication skills.
* A proven negotiator with an understanding of the wider implication of decisions and experience of alliances and partnership working.

#  Terms

Trustees are appointed for a three-year term of office, with the potential for renewal for one further terms to a maximum of six years. This is a voluntary position; however reasonable expenses are reimbursed.

# Time Commitment

* The Board currently meets every two months, with a potential move to quarterly meetings in due course. Meetings currently take place from 3 – 5pm, open for discussion.
* Finance sub committee meeting for relevant trustees every two months
* 2 strategy away days / half days per year
* Annual AGM (in person)
* Opportunity to attend VSF / Cornwall VCSE events
* Opportunity to bring expertise to the organisation in other ways

# Support, Induction and Training

Cornwall VSF’s will organise appropriate induction and training for the successful candidate.

Administration support is provided by the Cornwall VSF’s Operations Administrator.

Cornwall VSF will ensure access to independent professional advice, at the organisation’s expense, where it is judged necessary to discharged responsibilities, as agreed by the Board.

# Eligibility

# Independence Criteria

A major contribution of Trustees is to bring wider experience and a fresh perspective to the Board. Although required to establish close relationships with the Cornwall VSF’s senior leadership team and be well-informed, Trustees need to be independent of mind and willing and able to challenge, question and speak up.

A Trustee is considered independent in character and judgement and there are no relationships or circumstances that could affect, or appear to affect, the person’s judgement.

The Financial Reporting Council’s *UK Corporate Governance Code* currently provides that Trustees should be independent of management and free from any business or other relationship which could materially interfere with the exercise of their independent judgement.

Trustees should always therefore meet the independence requirement.

Please note, there is a requirement to declare any real or perceived conflict of interest that arises during Board business and the need to declare any relevant business interests, positions of authority or other connections with commercial, public, or voluntary bodies. These will be published in the organisation’s annual report.

# Geographical Criteria

It is required that Trustees have a significant connection to Cornwall, e.g. work for a Cornish VCSE organisation or live in Cornwall.

# Circumstances where a person is unlikely to be suitable

* A healthcare professional including practicing GPs, General Dental Practitioners and their employees and people who have been removed from or suspended from a list of Part II Practitioners.
* A serving MP including MEPs and candidates standing for election as an MP or MEP.

# Other Circumstances

* People who have received a prison sentence or suspended sentence of three months or more in the last five years.
* People who are the subject of a bankruptcy restriction order or interim order.
* Anyone who has been dismissed (except by redundancy) by any employing organisation.
* In certain circumstances, those who have had an earlier term of appointment terminated.
* Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.
* Anyone who has been removed from the trusteeship of a charity.

# Board Meetings for 2024

AGM 28 March 2024, 3.15pm – 5.15pm Alverton Manor Hotel, Truro

Board Meeting 30 May 2024, 3.00pm – 5.00pm Teams

Board Meeting 25 July 2024, 3.00pm – 5.00pm Teams

Board Meeting 26 September 2024, 3.00pm – 5.00pm Teams

Board Meeting 28 November 2024, 3.00pm – 5.00pm Teams

# What’s in it for you?

In addition to bringing your significant skills, abilities and passion to work alongside enthusiastic trustees and employees who are committed to our mission, being a trustee can also bring personal and professional benefits. These include learning about the management and strategic decision-making of a charity and working with a diverse group of people with the same common goal. This provides trustees with the opportunity to network and attend events and visits organised by VSF, its stakeholders and members. This is an incredibly exciting time for new trustees to join Cornwall VSF’s passionate Board;

As a trustee you will have the opportunity to apply your significant skills, abilities and passion to work alongside devoted and enthusiastic trustees and staff who are committed to our mission.

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# Application Process and Timetable

If you are interested in this opportunity we encourage confidential conversations with our recruitment partner Anna Jay, MD of Public Leaders Appointments in advance of your application. anna@publicleadersappointments.com / 07904 236 348

Your application should consist of a CV or professional bio supported by a covering letter of no more than 3 sides of A4 outlining your motivations for applying and highlighting how your skills, knowledge and experience meet the requirements of our new trustees.

Applications, along with the Equality and Diversity monitoring form, should be sent to: applications@publicleadersappointments.com by midday on Wednesday 20 March 2024, with reference “Cornwall VSF Trustee role”.

We are committed to ensuring that it is accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. We would be grateful if you could also complete and return our Equality and diversity monitoring form with your application. The information you provide will help us comply with our commitment to ensuring equality and our aim to improve diversity across our organisation.

Following consideration of applications and shortlisting, we will invite selected candidates to meet with our chief executive for an information conversation, followed by an interview with our Chair and panel of trustees. (There will also be an opportunity to meet some of the team). These interviews will take place on Monday 25 March or afternoon of Tuesday 26 March.

Our AGM takes place on Thursday, 28 March from 3.15pm to 5.15pm at Alverton Manor Hotel and we will invite successful candidates to join us to confirm their appointments formally.

If successful, we will carry out the required checks (basic DBS) on you being a ‘fit and suitable’ person as a trustee, such as taking up references and self-declarations. Prospective trustees should be aware that the charity will need to carry out due diligence, to check eligibility before appointment.