



## Charity Board Trustee - Role Description and Person Specification

### Background

Action For Carers Surrey provides support, advice and information to unpaid carers of all ages across Surrey. The charity's main source of funding is Surrey County Council. In addition, we are financially supported by business organisations, sports clubs and individual donations. Every year, we help tens of thousands of Surrey's carers get the help they need. Information on the help we provide and the difference we make can be found on our website. <https://www.actionforcarers.org.uk/>

### General Information

Trusteeships are unpaid voluntary roles. Each trustee is a non-executive board director of Action for Carers Surrey. Board meetings are held quarterly and the trustees are joined by the CEO, COO, Finance Manager and other members of the leadership staff team. A principal role of the board meeting is for the trustees to consider and decide on strategic direction and to review and vote on key policies and recommendations of the CEO. The board meeting is the forum in which the CEO and the leadership team update the board on progress being made to deliver the strategy. In addition, there is information and a discussion on relevant matters such as the risk register, significant operational matters, stakeholder engagement and the external influences which impact the charity. The Treasurer (trustee) and the Finance Manager report on the accounts, highlighting variations from the budget for example. The trustees and senior leadership team meet annually for a strategy day 'deep dive'.

Trustees may join sub-committees and working groups. Currently, there is a Finance sub-committee. An external governance review has been completed and the board is considering the benefit of creating additional sub-committees. Working groups are established for a fixed period of time and comprise a mix of trustees and staff with the relevant expertise. A recent example is the creation of a working group focused on increasing the role Digital/AI can play to support unpaid carers.

We strive to be a diverse board, representative of the community in which we serve and with a broad range of skills and experiences. Initial training on governance, safeguarding, data protection and confidentiality is provided. Trustees are encouraged to take up the opportunity of continuous learning and development throughout their tenure.

Trustees are appointed for a 3-year term of office with the potential for re-election twice.

At least 60% of the board must comprise unpaid carers or former unpaid carers.



## Purpose of the Trustee Board

ACS's vision is *'that every unpaid carer in Surrey is heard, valued and supported.'*

The trustees have a collective responsibility for setting a strategy which is aligned to the vision. Delivery of the strategy is the responsibility of the CEO, with the trustees offering support and challenge, holding the CEO accountable by acting as a critical friend. As such, a partnership approach is essential with trustees taking the lead on strategic decisions and the CEO and staff being those responsible for its operational delivery.

The board is collectively responsible for the proper governance (adherence to Articles of Association and the legal and regulatory framework) of the charity and for evolving the charity's aims and objectives. The board of trustees is also responsible for the legal, financial and people management of the organisation.

Ultimately therefore, the board of trustees is accountable in varying degrees to a variety of stakeholders, including carers (the charity's service users), supporters, partners, funders, the Charity Commission and Companies House.

## Duties of the trustee

Collectively the responsibilities of the board are as follows:

### Strategy:

- Ensure that the organisation pursues its stated objects (purposes) as defined in its governing document by developing and agreeing a long-term strategy.
- Ensure that the organisation is focussed on achieving the strategy.
- Ensure the development of policies, operational plans, and budgets to achieve the strategy and objectives and monitor performance against them.
- Ensure that all strategic plans, policies and activities of the organisation take account of an active commitment to equality and diversity.

### Governance:

- Ensure the organisation complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of organisational objects.
- Ensure that investment activities meet accepted standards and policies.
- Ensure the proper investment of the charity's funds.
- Safeguard the good name and values of the organisation.

### Leadership:

- Attend and contribute to quarterly board meetings with an open and curious mind, supporting and challenging the CEO and leadership team in an appropriate manner.



- Adopt a strategic mindset and a respect for the respective responsibilities of the trustees (setting strategic direction and ensuring good governance) and of the staff (delivery and operational matters)
- By agreement, sit on sub-committees and on time limited working groups.
- Support the Chair in the recruitment, induction, supervision, and appraisal of the Chief Executive Officer.
- Act as an informal ambassador of the charity by attending stakeholder and fundraising events
- Be visible to the staff by attendance at staff events and by mentoring/buddying up with members of the management team.
- Maintain confidentiality about all sensitive/confidential information received.
- Comply with the Code of Conduct for trustees and the Code of Good Governance for boards.

## Person Specification

In addition to being able to demonstrate an ability to undertake the trustee responsibilities as detailed above, we are specifically seeking someone with experience in and a sound understanding of the political, health or social care landscape of Surrey. Most likely, this will have been obtained in an environment such as a local NHS hospital trust, community health practice or social care environment. This could be whilst in employment or in an elected role, either the public or voluntary/charity sector. Potentially you may have gained this knowledge and understanding as a user of these services.

Lived experience as an unpaid carer or former carer, is helpful but not vital. A commitment to improving the lives of Surrey's unpaid carers of all ages is essential.

Previous trustee / directorship experience is not required.

*We are committed to safeguarding and protecting all children, young people and vulnerable adults. As part of this commitment we complete safer recruitment checks including enhanced child workforce DBS checks.*