

## Trustee Role Description



### **Background to Bild**

A Registered Charity with three different arms - It is governed by a Board of Trustees operating in compliance with the Charity Commission guidance on good governance. 2021 sees its 50<sup>th</sup> year in existence.

Bild develops the skills and culture necessary to understand people's needs and improve their quality of life. Our approach applies a rigorous evidence base, broad expertise and long-standing experience to find and enable both short and long-term solutions that bring about lasting change.

Bild helps those supporting people with Learning disabilities and or Autistic people.– including our members, universities, government departments, local authorities, NHS trusts, service providers and mainstream organisations - to champion rights, ensure excellent support and continually improve practice. Bild offers:

- Workforce development, certification and training
- Organisational development and consultancy
- Grant-funded projects to support government initiatives
- Communities of Practice, guidance publications and conference

### **Supporting principles**

The role of the Board of Trustees have and must accept ultimate responsibility for directing Bild's affairs, ensuring it is financially viable, well-run, and delivering the outcomes for which it has been set up.

Strategic direction Trustees should focus on Bild's strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

Trustee performance – The Nolan Principles, all Charities have a public benefit responsibility and in carrying out their role, Bild's Trustees are expected to adhere to the Principles for holders of public office.

**Selflessness:** Holders of public office should act solely in terms of the public interest.

**Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Holders of public office should be truthful.

**Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Statutory Duties**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor his/her performance

## **Other Trustee responsibilities**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help Bild's Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. This will involve:

- Attending Board and other Bild meetings as appropriate
- Participating in one or more Board subgroups as required
- Scrutinising board papers and other communications
- To challenge each other in a supportive fashion that gets us all thinking to our best.
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- Abiding by Bild's policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented
- Acting as a signatory on behalf of Bild, when mandated by the Board to do so
- Participate in activities to promote Bild to our beneficiaries, funders and the wider public
- Contributing on other issues or areas of special expertise

## **Person Specification**

- A commitment to the aims and values of Bild
- An understanding of the needs of people with learning disabilities and or Autistic people

- Ability to provide the level of commitment required for this role
- Experience of governance – desirable not essential
- Ability to work as a team

**Time commitment:**

- Quarterly Trustees meetings (combination of virtual and face to face)
- AGM
- 1.1's with chair as agreed
- Specific project involvement as and when required by agreement