

# Trustee Co-Chair Job Description



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## About Bild

(British Institute of Learning Disabilities)

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Bild is a Registered Charity governed by a Board of Trustees, under rules set out by the Charity Commission.

Bild was set up 50 years ago.

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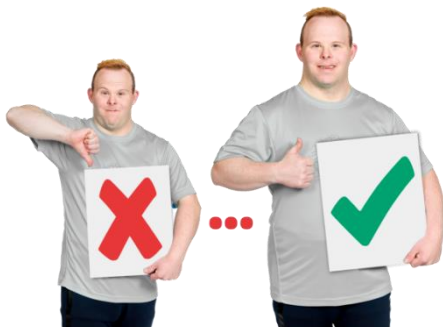


Bild helps people with learning disabilities to improve their lives, by improving the skills and understanding of the people who support them.

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We use information, knowledge and experience to find ways to bring about lasting change.

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Bild helps supporters of people with learning disabilities. We try to make sure that they stand up for people's rights, give really good support and find better ways of working.

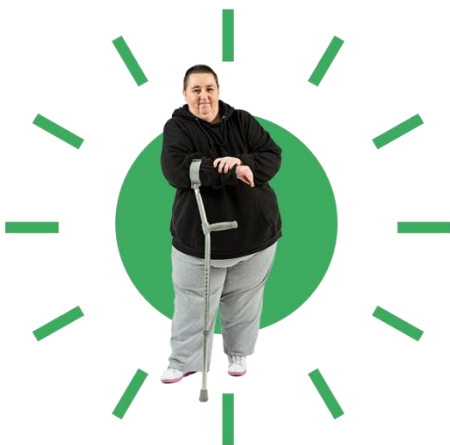


Bild offers:

- Workforce development, certification and training
- Organisational development and consultancy
- Grant-funded projects to support government work
- Communities of Practice (a group of people who have a common interest), guidance publications and conferences

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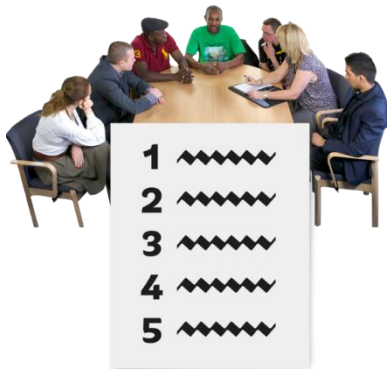
## The Job



Over the past few years Bild have been making sure that people with learning disabilities are at the centre of all that we do.



We have two people with lived experience on our board of trustees and our next step is to have a co-chair working alongside the chair, Fiona Ritchie.



You will work closely with Fiona thinking about the agendas for the board meetings. You will choose a topic from Bild that you want to lead on and co-chair the board meetings.



We will make sure we have the right support for you to do the best you can as co-chair.

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## About being a Trustee

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This is a voluntary position, there is no payment for being a trustee.

The Board of Trustees must make sure that Bild is run properly. They must check that the finances (or money situation) is good and that Bild is making sure that their plans happen.

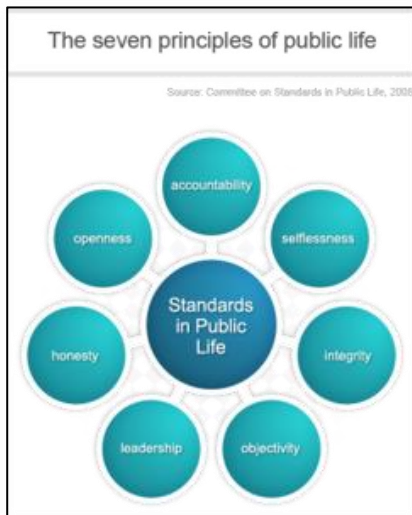


The Trustees should focus on where Bild needs to be in the future, and not be involved in running the organisation.



If Trustees do need to become involved in running the organisation, this should be kept separate from their job as a trustee.





Trustees have a responsibility to carry out their role according to 'The Nolan Principles' which are listed below:

- **Selflessness** – Trustees should work only for the best interests of others, not themselves

- **Integrity** – Trustees must not be influenced by anyone or another organisation.

They must not take decisions that will bring money or other profit for themselves, their family or their friends.

They must tell the board if they have any interests or relationships that might affect their job as a trustee.



- **Objectivity** – Trustees must act fairly and take decisions that they feel are right and not have favourites.



- **Accountability** – Trustees are responsible to the public for their decisions and actions. Trustees may get checked to make sure things are done properly.



- **Openness** – Trustees should act and make decisions in an open and obvious way.

Information should not be kept from the public unless there are clear and lawful reasons for doing so.



- **Honesty** – Trustees should be truthful

- **Leadership** – Trustees must behave as a leader, supporting these values and saying 'no' to things that are not ok.

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## Things we must do as a Board (Statutory Duties)

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- We need to make sure we follow the law, charity law and company law, and other laws such as equality and diversity



- We need to make sure that we stick to what we set out to do as a charity



- We need to make sure we spend our funds carefully and correctly



- We need to show leadership, vision and different ideas of what we should be doing

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# bild

- We need to make sure that we always have the good name and values of Bild in mind



- We have to make sure that the organisation is financially stable

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## Other Trustee Duties for the Chair and Co-chair

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- To come to Bild Board meetings and other meetings, like small working group meetings.



- To read Board papers and other information, and challenge anything that feels wrong



- To lead discussions, guide us and help with new ideas. Especially where you have skills, knowledge or lived experience.



- To follow and uphold Bild policies, rules and procedures (ways of doing things), including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies.





- To take part in activities to encourage and support people who use our services. These could be people who fund the organisation, and the public



- To take part in other things that you might know a lot about or have lived experience of.

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## **What you need to be able to do already (Person Specification)**

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- You will need to be able to read, or have support that can help you read, all of our easy read board papers
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- You will need to be interested in the work that Bild does and want to make a difference
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- You will need to have had some experience chairing a meeting. We can support you through training and coaching to get better.



- You will need to be able to travel for some of the board meetings



- You will need to be able to use a computer or have someone who can support you to use a computer.

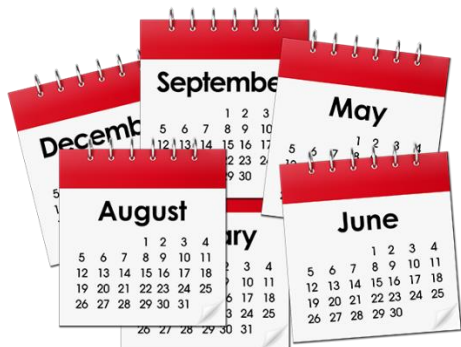


- You will be passionate about co-production and supporting people to have a voice

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## Time commitment

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- There will be Trustees meetings every three months.

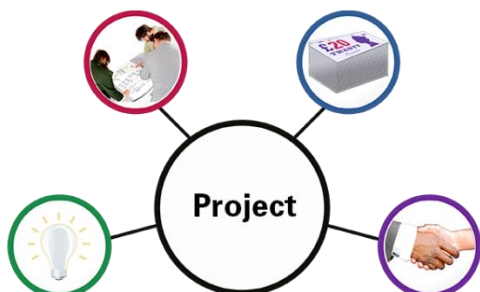
These will sometimes be online and sometimes face to face



- The Annual General Meeting (AGM)



- One to one meetings with the Chair, as agreed



- Some work on projects, which we will agree with you first.