

Headway South West London Trustee Role Description

Role title: Trustee / Member of the Management Committee of HSWL

Key relationships:

- Management Committee of HSWL
- All paid staff and volunteers
- Service users of HSWL
- Headway UK and representatives from other Headway groups
- NHS, statutory and voluntary sector stakeholders

Remuneration: This is an unpaid role. Reasonable expenses will be reimbursed

Background

HSWL is a small independent registered charity (affiliated to Headway UK) that provides services for people with brain injuries, their families, friends and carers. We run monthly groups (Balham, Wimbledon, Croydon, and Richmond), social outings, visit our allotment, and provide support groups for carers. We cover the London boroughs of Merton, Croydon, Richmond, Kingston, Wandsworth and Sutton.

Role

In addition to the duties of Trustees established by the Charity Commission (see below), there are various responsibilities specific to HSWL:

- Participate in regular committee meetings, providing input into decisions and guidance on any areas of specialism/expertise,
- Work with HSWL to develop and implement: business plans, strategic priorities, relevant policies & procedures, target setting, service evaluation methods, and annual budgets.
- Support HSWL (and our staff & volunteers) in continuous improvement of existing services and development of new services in alignment with the agreed priorities.

Person specification

- A commitment to HSWL's vision and mission
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively
- Courage and willingness to speak their mind
- Ability to work effectively as a member of a team

Commitment required

- Approximately 10-15 hours per month to attend meetings, read papers and prepare for meetings and other ad hoc tasks.
- Management Committee meetings take place on the first Tuesday of each month.
- We would also welcome participation in our regular social and fundraising events.

Duties of Trustees – as laid out by the Charity Commission

1. Responsibility for directing the affairs of HSWL, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of service users.

Compliance

2. Ensure HSWL complies with charity law, and the requirements of the Charity Commission.
3. Ensure HSWL does not breach any of the requirements or rules set out in its memorandum & articles and that it remains true to the charitable purpose and objects set out there.
4. Comply with the requirements of all legislation impacting on HSWL and the requirements of Companies House.
5. Act with integrity, and avoid any personal conflicts of interest or misuse of HSWL's funds or assets.

Duty of prudence

6. Ensure that HSWL is and will remain solvent.
7. Use HSWL's funds and assets reasonably, and only in furtherance of its objects.
8. Avoid undertaking activities that might place HSWL's funds, assets or reputation at undue risk.

Duty of care

9. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that HSWL is well-run and efficient.
10. Consider getting external professional advice on all matters where there may be material risk to HSWL, or where the trustees may be in breach of their duties.