

**St Oswald's Hospice Limited
Role Description
Trustee**

1. Role Purpose

To use best endeavours to ensure that St Oswald's Hospice Limited pursues its purpose as defined in its governing document, charity law, company law and other relevant legislation/regulations.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of St Oswald's Hospice, and financial health, probity of its activities, developing St Oswald's Hospice aims, objectives and goals in accordance with the governing document, and legal and regulatory guidelines.

2. Specific Duties and Responsibilities

- Act in the best interest of St Oswald's Hospice, beneficiaries and future beneficiaries at all times.
- To ensure that St Oswald's Hospice and its representatives, function within all legal and regulatory requirements applicable, and in line with St Oswald's Hospice governing document, continually striving for best practice in governance.
- To determine the overall direction and development of St Oswald's Hospice through good governance and clear strategic planning and ensure the resources of St Oswald's Hospice so as to optimise its potential.
- To understand fully St Oswald's Hospice's performance evaluation process to ensure that professionally approved standards are set and maintained in all areas of the work at St Oswald's Hospice.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in St Oswald's Hospice.
- Ensuring the effective and efficient administration of St Oswald's Hospice and its resources.
- To seek to avoid any personal or professional conflict of interest, and declare any arising conflicts in a timely manner.
- Be an advocate and ambassador for St Oswald's Hospice.
- To monitor key performance indicators on a regular basis and hold management accountable for outcomes.
- Maintaining sound financial management and control of St Oswald's Hospice's resources.
- To ensure that robust systems are in place for internal financial control and the protection of St Oswald's Hospice's funds and assets.
- To take appropriate professional advice in all matters where there may be a material risk to St Oswald's Hospice or where the matter could lead to trustees being in breach of their duties.
- To undergo a thorough induction upon appointment and on-going learning and development to remain alert to, and aware of, their duties and responsibilities and of the environment in which they operate.

- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.
- To regularly attend the Board of Trustees and its committee meetings.
- To participate in the Trustees' annual review of the Board of Trustees' performance.
- To contribute to the appraisal of the performance of the Chief Executive.
- To assist in the identification of future Trustees and with the induction of new Trustees.
- To safeguard the good name and values of St Oswald's Hospice.

3. Term of office

The term of the Trustee is four years. A maximum of two terms can be served.

4. Person Specification

- A commitment to the Vision, Values and Strategic Objectives of St Oswald's Hospice.
- A good understanding and/or willingness to learn charity and corporate governance.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- The ability to work at a strategic level, think creatively and provide constructive feedback.
- The ability to work effectively as a member of a team and to take decision for the good of St Oswald's Hospice.
- The ability to tackle complex problems, probe the facts, challenge assumptions and identify the advantages and disadvantages of proposals.
- The ability to accept and work with tensions between particular sets of issues.
- Effective listening skills.
- Good independent judgement.
- Willing to speak their minds.
- Understand and commit to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Willing to contribute to all aspects of the hospice and provide specific expertise, for example in Finance, Human Resources, Law, Management, Digital Communications, Business, Nursing, Fundraising and Palliative Care, knowledge of the local community or experience of user involvement.
- A commitment to the Trustees' code of conduct.
- Time and enthusiasm to dedicate to the role of Trusteeship. The commitment to prepare for and attend Board and committee meetings and to undertake Trustee Visits.