

Role Description

Role:	Trustee
Duration:	Maximum of two consecutive terms of three years (subject to approval by the Board); thereafter Trustees cannot serve as a Trustee until at least one year has passed.
Commitment:	Six to eight meetings per year, plus preparation and reading time.

Main duties and responsibilities

1. To ensure that the Charity complies with its governing document (Memorandum and Articles).
2. To ensure that the Charity pursues its objects as defined in its governing document.
3. To ensure that the Charity applies its resources exclusively in pursuance of its objects (i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Charity, setting overall policy, defining objectives and setting targets, and monitoring and evaluating performance against those objectives and targets.
5. To safeguard the good name and values of the Charity.
6. To appoint the Chief Executive Officer and monitor his/her performance.
7. To ensure the effective and efficient management and administration of the Charity (including the employment, management and welfare of all staff), delegating day-to-day responsibility to the Chief Executive Officer as appropriate.
8. To ensure the financial stability and solvency of the Charity.
9. To protect and manage the property of the Charity, including any buildings or other assets, and to ensure the proper investment of the Charity's funds.
10. To ensure compliance with legislation.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

The Board of Trustees share and promote the following qualities:

- A passionate enthusiasm for supporting the beneficiaries of the Makaton Language Programme and the work of The Makaton Charity.
- The capacity to understand and to empathise with the issues of concern for people with communication and/or learning disabilities and those who interact with them.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Person Specification

Knowledge and experience

The Board of Trustees has determined that it is essential that the following knowledge and experience should be present within the Board as a whole:

- Personal or professional experience of the Makaton Language Programme, possibly as a licensed Makaton Tutor;
- Experience and knowledge of health, education or social care in relation to communication and/or learning disability;
- Experience and knowledge of fundraising;
- General financial knowledge or experience;
- Marketing and public relations knowledge or experience;
- Experience of human resources management or administration;
- An understanding of the machinery of government (central and local);
- Charity administration experience.

In addition, it would be desirable for the Board of Trustees to have the following knowledge and experience:

- Recognised accountancy or audit qualification;
- Knowledge of employment and charity law;
- Information technology (such as database, internet, or online learning);
- Experience or knowledge of lobbying and campaigning work.

Skills and abilities

The Board of Trustees has determined that it is essential that Trustees have:

- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- Capacity for clear, creative and strategic thinking and vision.
- A willingness to speak their mind.
- Understanding and acceptance of the role of a Board of Trustees for a charity (including the legal duties, responsibilities and liabilities of Trusteeship).
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.