

# HARPENDEN MENCAP

Understanding learning disability

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## Trustee Job Description

### Role description:

- Attend Board meetings (approximately 11 times a year) and the annual general meeting and work jointly with other board members.
- Keep up to date with the organisations activities to ensure informed decision making at all times.
- Make every effort to keep up to date with legislation that may affect the organisations work and direction. Set overall policy and short, medium and long term objectives.
- Identify, discuss and agree new areas of work.
- Ensure that there are systems for regularly monitoring and evaluating the organisations work.
- Ensure that staff and volunteers are properly supervised and supported.
- Ensure that all property and assets owned by the organisation are properly maintained and appropriately used.
- Scrutinise figures provided by the Treasurer and Financial staff to ensure that the organisation has sufficient income and that it meets budgetary requirements.
- Participate, with fellow trustees and staff, in promoting the organisation and the interests of our beneficiaries.
- Actively promote equality of opportunity in all matters of organisational development and service delivery.

- Be willing to undertake any appropriate training that the board may consider reasonable.
- Ensure that the organisation meets its obligations as set out in the constitution.
- Ensure that the organisation complies with the rules set out in its constitution and acts legally in all its activities.
- Act in the interests of the organisation and its beneficiaries, and not for personal gain.
- Inform the board of any potential conflict of interest.
- Oversee the Company Secretary/Director to ensure that the necessary returns are made to the Charity Commission, Companies House and other regulatory bodies as appropriate.
- Ensure that the organisation is being a good employer and adhering to employment legislation.
- Ensure compliance with all legislation including health & safety and data protection.
- Ensure that the necessary insurance policies are taken out and periodically reviewed.
- Ensure that the organisation meets all its contractual obligations including employment contracts, leasing agreements, and funding contracts.
- Ensure that the organisation does not discriminate unlawfully in employment or service provision.

## **Person Specification:**

### **Essential:**

- Being willing and able to remain an active board member for a minimum period of 3 years.
- Ability to communicate clearly.
- Ability to work effectively as a member of a team.
- Active interest in the aims of the charity and the welfare of its beneficiaries.

## **Desirable:**

- Have prior governance experience.

The post is subject to:

- satisfactory disclosure from the Disclosure and Barring Service;
- two satisfactory references.

## **Additional Information:**

- All reasonable out of pocket expenses will be refunded;
  - Relevant training will be made available.