

**Position:** Trustee People Matters (West Yorkshire) Charitable Incorporated Organisation

**Accountable To:** Fellow trustees, our members, Charities Commission, funders and other regulators/inspection bodies such as CQC and Ofsted

**Purpose:** Trustees have and must accept ultimate responsibility for leading the affairs of the charity, including organisational strategy, finance, steering the staff of People Matters (West Yorkshire) CIO, and for ensuring that it is solvent, well-run, and delivering outcomes according to its charitable objectives.

### Key responsibilities

- To work in partnership with other trustees, the chair, chief executive and other senior staff to ensure that People Matters (West Yorkshire) has a clear vision, mission, strategic business plan and values that have been agreed by the board
- To maintain familiarity with the rules and constitution that govern People Matters (West Yorkshire) and ensure that People Matters (West Yorkshire) does not breach any of the requirements or rules set out in its governing document and that it remains true to the purpose and objects set out there
- To ensure all actions and policies support the charity's mission and it develops inclusive communities by working with people who experience disadvantage, particularly through learning and other disabilities or health issues, and who live within Leeds and the surrounding area.
- To ensure that People Matters (West Yorkshire) complies with the law, and with the requirements of the Charity Commission. In particular ensure that the charity prepares an annual report on what it has achieved and Annual Returns and accounts as required by law
- To be aware of, and to ensure People Matters (West Yorkshire) complies with all regulatory and statutory requirements that apply to its work, in particular those required by CQC and Ofsted as well as those that apply to all organisations such as the Health and Safety Executive
- To act in People Matters (West Yorkshire) best interests, taking everything you think relevant into account by being diligent and well informed about the charity's affairs, using the special skills or experience you have
- Make sure the charity keeps records of decisions in the form of minutes agreeing the levels of delegated authority
- Be responsible for the performance of the organisation and for its corporate behaviour taking appropriate professional advice in all matters where there may be material risk to the company
- Ensure that People Matters (West Yorkshire) governance is of the highest possible standard
  - acting with integrity, and avoiding any personal conflicts of interest or misuse of funds or assets
  - acting as guardians of charity assets, both tangible and intangible, taking all due care over their security, deployment and proper application
  - acting reasonably, prudently and collectively in all related matters
- To be accountable for the solvency and continuing effectiveness of People Matters (West Yorkshire)
- To ensure that People Matters (West Yorkshire) values diversity and demonstrates equality of opportunity in its treatment of staff and people across all aspects of its work

## **Other duties**

In addition to the above statutory duties, each trustee is expected to use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve:

- Scrutinising board papers
- Leading and/or contributing to discussions
- Focusing on key issues
- Providing guidance, particularly on new initiatives
- Engaging with and taking advice from People Matters (West Yorkshire) key stakeholders, including its members, commissioners, regulators and other related third sector organisations
- Representing People Matters (West Yorkshire) to these stakeholders

## **Time Commitment:**

- Approx 8 board meetings per year including the AGM
- Individual contacts throughout year such as email, telephone and/or face to face meetings

## **Length of Term:**

- 3 years, after which directors may be reappointed for a maximum of 1 further term

## **Person Specification**

- Commitment and interest in the objectives of the organisation and the people it works with, specifically within education, employment and social care
- Strategic perspective and vision
- Willingness to devote the necessary time and effort
- Sound, independent judgement and ability to think analytically, creatively and with focus
- Drive and commitment and the ability to demonstrate this to others
- Understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- Offer expertise that compliments the knowledge and skill sets of existing board members
- Ability to work positively as a member of a team
- Strong interpersonal, communication and negotiation skills, and the ability to develop effective, sustainable partnerships
- Willingness to be an ambassador for People Matters (West Yorkshire)
- Dynamic, enthusiastic and energetic
- Selflessness, integrity, objectivity, accountability, openness, honesty, leadership (Nolan principles)