

Carer Support West Cumbria

Volunteer Role Description: Trustee



Main Aim

Our trustees play a vital role in making sure that Carer Support West Cumbria achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Carer Support West Cumbria has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the Chief Operating Officer to enable Carer Support West Cumbria to grow and thrive, and through this, achieve our mission.

Purpose of the Role

- Ensure accountability of Carer Support West Cumbria to funders, Charity Commission, its members the local community and others as required.
- Contribute actively to the Board of Directors role of giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.

Responsibilities

- Ensure the organisation pursues its objectives as set out in the Memorandum and Article of Association.
- Read and understand the Memorandum and Article of Association.
- Act at all times in the interests of the beneficiaries.
- Understand the legal responsibilities of a Trustee.
- Ensure the organisation acts lawfully – as an employer, Health and Safety, Equality and Diversity etc.
- Ensure the effective management and administration of all Carer Support West Cumbria monies/ finances.
- Ensure the effective and efficient administration of Carer Support West Cumbria.
- Protect and manage all Carer Support West Cumbria assets.
- Regularly review risk.
- Appoint and support the Chief Officer and monitor his/her performance.
- Ensure the Board seek professional advice on any areas in which it does not have competence.
- To join, and actively participate in one of the operational committees/sub-groups.
- To safeguard the good name, values and mission of Carer Support West Cumbria.

Personal Qualities

- be committed to the purpose, objects and values of the organisation
- be constructive about other trustees' opinions in discussions (and in response to staff members' contributions at meetings)

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- be able to act reasonably and responsibly when undertaking such duties and performing tasks
- be able to maintain confidentiality on sensitive and confidential information
- be supportive of the values and ethics of the organisation
- understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
- be able to analyse information and, when necessary, challenge constructively
- be able to make collective decisions and stand by them
- Be committed to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Training and Support

- Undertake any mandatory training approved by the Board
- Opportunities to take part in volunteer events and meeting

Other Information

- There are six Board meetings annually, approximately every two months in person at the Cockermouth office, there is an option to join remotely where necessary.
- This is a voluntary position, but reasonable expenses are reimbursed.

About us

Carer Support West Cumbria offer a range of services to support those looking after someone on an unpaid basis.

A carer is anyone of any age who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

Visit our website www.carersupportwestcumbria.co.uk or find us on social media.