

Role Descriptor

Trustee

Working towards a world free from MND



Role Descriptor

Position Title	Trustee
Location	Predominately meetings are virtual. Any in-person meetings will be held at either our Northampton or London offices
Reports to	Chair of the Board
Time Commitment	Board Meetings – Four full-day, in-person meetings per year (Fridays in Northampton). Committee Meetings – Quarterly. Meeting duration 2-4 hours within standard office hours Board Away Day – One in-person away day annually Preparation Time – Trustees must review meeting papers in advance. Additional Commitments – Attending occasional events and meetings to represent the Association.
Remuneration	Voluntary, with reasonable expenses paid
Term	3x3 year terms

Summary of the Role

Overall responsibility

The Board of Trustees has ultimate responsibility for what we do. The role of the Board is to:

- Provide appropriate oversight, governance and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes
- Scrutinise the performance of the management in meeting agreed goals and objectives and monitor the reporting of performance in key areas
- Satisfy themselves as to the integrity of financial and other information, and that financial and other quality controls and systems of risk management are robust and defensible

Accountability

As the Board are responsible and liable for the governance and functioning of the Charity, they are accountable in varying degrees to a variety of stakeholders, including members, beneficiaries, funders, the Charity Commission, and other regulators (e.g. Companies House).

Above all else, Trustees must adhere to any legal and regulatory requirements applicable to the charity's activities.

Statutory Duties

The Board of Trustees ensures that the Charity meets its statutory as per its Articles of Association, along with the duties listed below which are specifically covered by statute:

- Duty of trust
- Duty to comply with the charity's governing document
- Duty to act in the best interests of the charity, and present and future beneficiaries
- Duty to avoid conflicts of interest
- Duty to safeguard assets
- Duty not to benefit from their position
- Duty of care
- Duty to act personally
- Duty to act collectively
- Duty to keep accounts

The Board of Trustees also have a duty to adhere to the Nolan Principles, which include Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

Main Duties and Responsibilities

Strategy

- Developing the strategy by which the Charity aims to fulfil its charitable purpose
- Establishing clear objectives to deliver the agreed plans and strategy to meet the Charity's objects in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives
- Holding the Chief Executive to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate
- Promoting and developing the Charity for it to grow and maintain its public benefit
- Actively participating in discussions on the strategic development of the charity
- Contributing to and informing the vision of the charity to capitalise on the freedoms it enjoys as a result of its status
- Agreeing an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders
- Representing the Charity at functions, meetings and in the wider media, in line with the charity's agreed media strategy
- Promoting the charity and its work to fulfil its charitable objects
- Agreeing the charity's values and ensuring that they are reflected in the conduct and activities of the organisation and those who work for it
- Setting the tone for the charity through leadership, behaviour and performance

Compliance

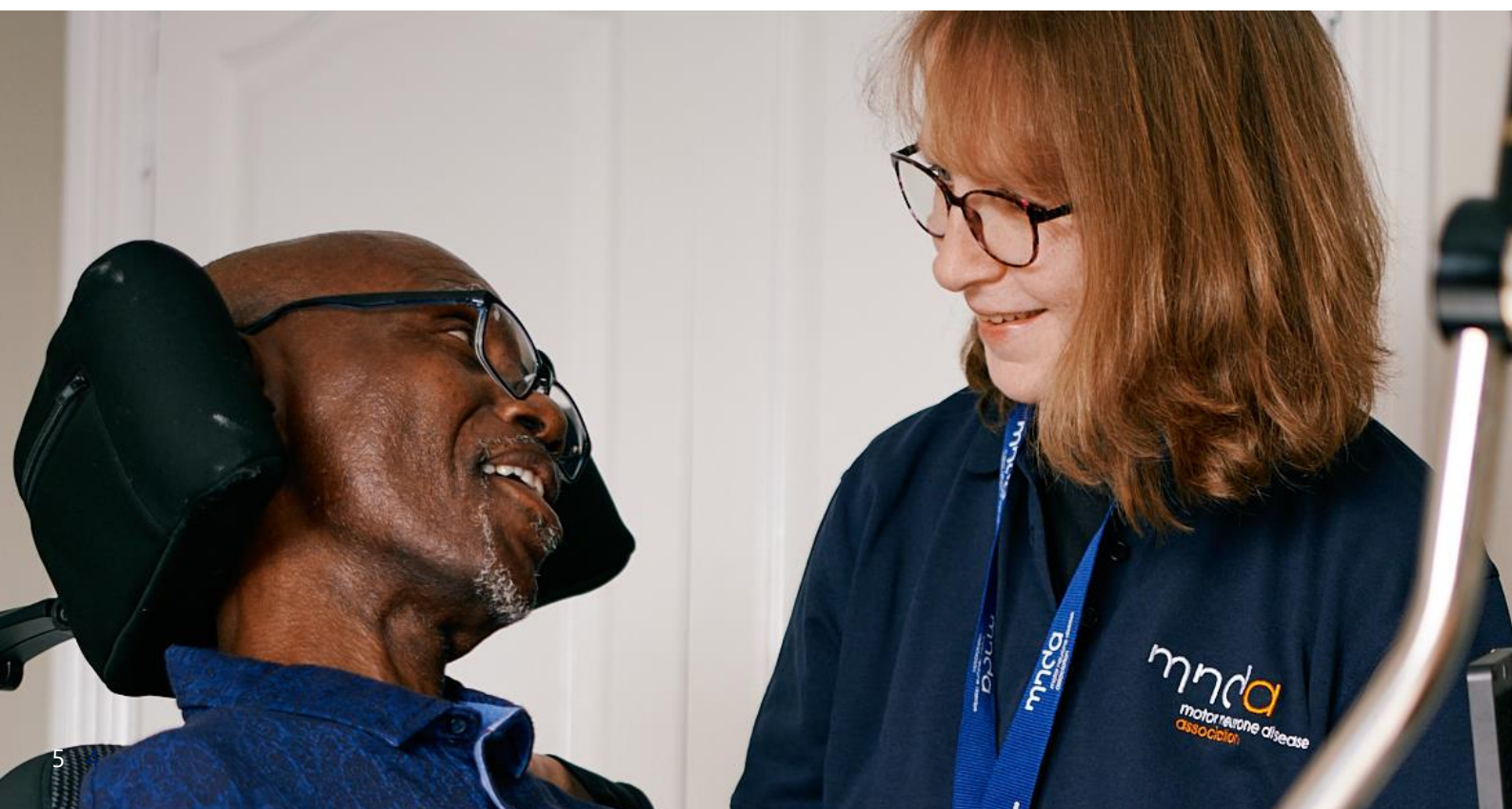
- Ensuring that the charity complies with its governing document, charity law and any other applicable legislation and regulations including safeguarding and fundraising, where applicable
- Working to achieve the purpose of the charity and to pursue the charitable objects, and provide public benefit
- Ensuring the effective and efficient administration of the charity and its resources, striving for good practice in governance
- Managing and using the charity's resources so as to optimise impact and the delivery of the charity's objects
- Maintaining the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity
- Ensuring that financial controls are robust and that the board is kept fully informed through timely and relevant information
- Identifying and assessing risks and opportunities for the charity, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these
- Ensuring that those working on behalf of the charity, including third parties, fundraisers, etc. abide by the standards which the charity sets and also by the relevant requirements of legislation (e.g. the relevant provision of the Charities (Protection and Social Investment) Act 2016)
- Participating in the appointment of the Chief Executive and other senior staff, as appropriate
- With the assistance of the of the Head of Governance and Compliance, promoting the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory requirements and good practice, where appropriate
- Taking appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties
- Upholding the values of the charity by example and ensuring that the organisation promotes equality and diversity for all its stakeholders

Performance monitoring

- Ensuring the effective implementation of trustee board decisions by the Chief Executive and the senior management team, where appropriate
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the Chief Executive officer and, where applicable, other members of the senior management team
- Setting challenging objectives for improving performance and monitoring performance against those targets
- Paying due regard to ensure that any key performance indicators (for performance, fundraising or service deliver etc) are in alignment with the ethos of the charity and culture it promotes

Board activities

- Upholding the highest standards of integrity and probity, adhering to the Nolan Principles and observing the recommended practice of Principle 3 of the Charity Governance Code relating to Integrity
- Participating fully in the work of the board, ensuring the collective responsibility of the board of trustees
- Attending and possibly chairing committees and ad hoc meetings of the main board
- Participating in a board induction, any training and other evaluation identified as an individual and as part of the board or committee
- Maintaining the trustees' commitment to board diversity, renewal and succession management in line with the charity's governing document and/or current good practice
- Undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process
- Maintaining absolute confidentiality about all aspects of the trustees' business, bearing in mind the overriding legal obligations placed upon trustees



Person Specification

The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous to the role of charity trustee:

- A high level of understanding and interest in the issues the charity seeks to address/represent
- A commitment to the values and principles of the charity
- Strong business and financial acumen
- Experience of committee work
- Highly developed interpersonal and communication skills
- Ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems
- Sound, independent judgement, courage, common sense and diplomacy
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- Clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- Sound knowledge of charity governance
- Sufficient time and commitment to fulfil the role
- Resilience
- Ability to listen to and welcome alternative opinions and experiences
- Flexibility in thinking
- A desire to implement the highest standards of governance

Specific Skills & Experience

The Association is looking for Trustees that have skills and experience within one of the following areas:

- Governance
- Legal
- People and Culture
- Transformational Change
- Clinical Service Delivery
- Healthcare
- Charity CEO

Commitment to Diversity

We encourage applications from individuals with diverse backgrounds, skills, and perspectives to help us better serve the charity's mission and beneficiaries.

How to apply

Please submit your CV and an expression of interest highlighting your professional experience, relevant skills and your interest in the role to **governance@mndassociation.org**

Alternative application process

To support an inclusive application process, we are open to receiving alternative applications. If you would like to apply via video or audio file, please send your recorded expression of interest to **governance@mndassociation.org**

Impact report

[Strategy and annual report 2023](#)

[2023 Impact report](#)

Privacy policy

The information provided to the MND Association when applying for a vacancy will be treated in full accordance with the General Data Protection Regulation (GDPR).

The MND Association is committed to protecting your personal information and being transparent about what information we hold, whether you are a donor, volunteer, shopper, campaigner or a person living with or affected by MND.

For more information, visit [Privacy Policy | MND Association](#)

Inclusive recruitment

We are committed to providing people with disabilities an opportunity to compete fairly for jobs.

- We guarantee interviews for disabled applicants that meet the requirements of the role as part of our commitment to the Disability Confident Scheme.
- We can provide reasonable adjustments throughout the recruitment process.
- We communicate with applicants in a way that works best for them to ensure a positive and supportive candidate experience.



Motor Neurone Disease Association

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