

TRUSTEE

VOLUNTEER

LINE MANAGER: Chairman of the Trustees

LOCATION: St Luke's Hospice, Turnchapel

DESCRIPTION OF ACTIVITIES

- To ensure that St Luke's Hospice complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- To ensure that St Luke's Hospice pursues its objectives as defined in its governing document.
- To ensure St Luke's Hospice applies its resources exclusively in pursuance of its objectives i.e. St Luke's Hospice must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustee' role in giving form strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of St Luke's Hospice.
- To protect and manage the property of St Luke's Hospice and to ensure the proper investment of the charity's funds.
- If St Luke's employs staff, to appoint the Chief Executive Officer and monitor his/her performance.
- 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, other issues in which the trustee has special expertise.

Trustee person requirements: A commitment to St Luke's Hospice, A willingness to devote the necessary time and effort, Strategic vision, Good, independent judgement, An ability to think creatively, A willingness to speak their mind, An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, An ability to work effectively as a member of a team. Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

St Luke's Volunteer Services

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www.stlukes-hospice.org.uk