



## TRUSTEE ROLE DESCRIPTION

Under charity law **Chrysalis Centre for Change (CCC) Trustees** have and must accept the ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. In law Trustees of **CCC** have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

### Statutory Duties

#### Duty of care

Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that CCC is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to **CCC**, or where the trustees may be in breach of their duties.

#### Duty of compliance

Trustees must:

- Ensure that **CCC** complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that **CCC** does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of **CCC**.
- Act with integrity and avoid any personal conflicts of interest or misuse of **CCC** funds or assets.

#### Duty of prudence

Trustees must:

- Ensure that **CCC** is and will remain solvent.
- Use **CCC** funds and assets reasonably, and only in furtherance of **CCC**'s objects.
- Avoid undertaking activities that might place **CCC**'s endowment, funds, assets or reputation at undue risk.
- Take special care when investing **CCC** funds or borrowing funds for **CCC** to use.



## Specific duties

### Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to **CCC**, setting policies and plans, targets and key performance indicators.
- To ensure that **CCC** seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, **CCC's** vision and values
- To be aware of current issues relating to women's mental health and domestic abuse.

### Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To safeguard the reputation and values of **CCC**

### Compliance

- To ensure that **CCC** complies with all legal and regulatory requirements
- To ensure that key risks to **CCC** are identified and effectively managed and that professional advice is sought and considered where appropriate

### Prudent management of assets

- To ensure the financial stability of **CCC** through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

### Good governance

- To comply at all times with the Trustee Board Code of Conduct and other policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity



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### TRUSTEE PERSON SPECIFICATION

CCC works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. CCC Board vacancies will normally be advertised and interested parties will be sent an Application Pack and asked to submit a written application. This will be followed by an interview if the Trustees feel the application is suitable. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

#### ESSENTIAL

##### Commitment

- Ability to understand and accept the duties and liabilities of being a charity Trustee.
- Empathy with the vision, mission and aims of CCC
- A willingness and ability to devote the necessary time and effort

##### Focus

- Ability to think and apply knowledge strategically
- Ability to think creatively
- Ability to keep mission-focused
- Ability to analyse and evaluate management information and other evidence
- Willingness to listen and learn

##### Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- Ability to work effectively in a group
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to challenge constructively and ask questions appropriately

##### Accountability

- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions, including those which may be unpopular
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information



### DESIRABLE

CCC wishes to see the following knowledge, skills and experience represented on its Board. All Trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Board at the time as identified through a skills audit.

- Strategic management experience within a third sector organisation.
- Recent experience of fundraising for, or in, a third sector organisation.
- Experience of financial management
- Experience of strategic organisational development.
- A professional qualification and significant practitioner experience in an area of relevance to CCC such as accountancy, charity law, mental health, domestic abuse.
- Knowledge and experience of policy formulation
- Knowledge and experience of marketing or public relations in the third sector.
- Experience as a trustee in a similar size or larger organisation
- Experience of service provision to women with mental health problems, and / or experiencing domestic abuse
- Experience of developing and delivering services to women recovering from mental health problems and/or victims of domestic abuse, which promote inclusion, equal opportunities and diversity.