



# Trustee Job Description

<b>Job Title:</b>	Trustee
<b>Fee:</b>	The role is voluntary but we will pay you for travel or refreshment costs when you are working for us.
<b>Term of Office:</b>	3 years (maximum of two terms).
<b>Accountable to:</b>	The Chair of the Board of Trustees
<b>Purpose:</b>	Support and guide Learning Disability Wales (LDW) to carry out our work in line with our governing documents.

All trustees have equal responsibility.

## 1. Trustee Responsibilities

- 1.1 Make sure we work within the law and follow the rules in our governing documents.
- 1.2 Make sure that any decisions made are in the best interests of LDW and in line with its purpose.
- 1.3 Choose Honorary Officers: Chair and Treasurer.
- 1.4 Make sure we spend our money properly and for the purpose it is intended.
- 1.5 Approve the audited accounts and annual budget
- 1.6 Make sure we look after our staff.
- 1.7 Make sure the CEO is supported and supervised and her performance appraised by the Chair.

- 1.8 Delegate work to our staff team.
- 1.9 Follow our policies such as: Schedule of Delegated Authority, Risk and Reserves Policy and Terms of Reference for board meetings and sub groups.
- 1.10 Monitor our progress towards our strategic plan and support and advise the CEO on what work we will do in the future.
- 1.11 Represent LDW as requested.
- 1.12 Take part in reviewing Trustee performance.
- 1.13 Ask for external professional advice when required.
- 1.14 Carry out any other duties in line with being a Trustee.

## **2. Personal Responsibilities**

- 2.1 Use care and skill to ensure LDW is well run and efficient.
- 2.2 Take part in board meetings and sub groups meetings you have chosen to be part of. Send apologies if you are unable to attend a meeting.
- 2.3 Let the Chair know at the beginning of a meeting if there is a conflict of interest.
- 2.4 Behave in line with the Trustee Code of Conduct.
- 2.5 Treat information given to you as a Trustee in confidence.
- 2.6 Uphold our Equality and Diversity Policy.