

Trustee job description



Role: Trustee

Pay: This is a voluntary role. It is not paid, but we will pay for travel and refreshment costs when you are doing work for us.

How long the role lasts: 3 years. You can stay up to 9 years by agreement.

Who supports you: The Chair of the Board of Trustees.

Purpose of the role: Help Learning Disability Wales (LDW) do its work and follow its governing documents.

All trustees share the same responsibility.

What trustees must do:

- ✓ Make decisions that are best for LDW and support its purpose.
- ✓ Choose the Chair and Treasurer.
- ✓ Make sure LDW uses and manages its money properly.
- ✓ Approve the annual budget and accounts
- ✓ Make sure LDW looks after its staff.
- ✓ Make sure the Chair supports and supervises the Chief Executive Officer (CEO) work.
- ✓ Make sure LDW follows its policies and meeting rules.

- ✓ Check progress on the strategic plan and advise the CEO about future work.
- ✓ Represent LDW when asked.
- ✓ Take part in reviews of trustee performance.
- ✓ Get professional advice when needed.
- ✓ Carry out other reasonable duties when asked.

What you must do:

- ✓ Use care and your skills to help LDW run well.
- ✓ Take part in meetings. Tell us if you cannot attend.
- ✓ Tell the Chair at the start of a meeting if you have a conflict of interest.
- ✓ Follow the Trustee Code of Conduct.
- ✓ Keep private information confidential.
- ✓ Follow LDW policies.