



# Trustee Job Description

- Job Title:** Trustee
- Remuneration:** The role is voluntary but out of pocket expenses are reimbursed.
- Term of Office:** 3 year term of office and for maximum of two terms.
- Accountability:** To the Chair of the Board of Trustees
- Purpose of the Role:** 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 follows 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 in her role and her performance appraised by the Chair.

- 1.8 Delegate work to our employees.
- 1.9 Follow agreed policies: Schedule of Delegated Authority, Risk and Reserves Policy, Standing Orders and Terms of Reference for meetings and sub groups and our Governing docs.
- 1.10 Monitor our progress towards our strategic plan and support and offer advice to the Chief Executive Officer 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 Exercise reasonable care and skill to ensure LDW is well run and efficient.
- 2.2 Attend and contribute to Board of Trustees meetings and sub groups you chosen to be part of. Send apologies if you are unable to attend a meeting.
- 2.3 Act in line with the Trustee Code of Conduct.
- 2.4 Treat information given to you as a Trustee in confidence.
- 2.5 Uphold LDW's Equality and Diversity Policy.
- 2.6 Let the Chair know at the beginning of a meeting if there is a conflict of interest.