

## TRUSTEES' ROLE DESCRIPTION

The Board of Trustees is legally accountable for the activities of the Mary Ann Evans Hospice (Mary Ann).

They have obligations and liabilities arising from their position as a member of the Board of Trustees. In particular they should always bear in mind that, as a Trustee, they are obliged to act in the best interests of Mary Ann at all times. They may not, as a Trustee, derive any personal benefit from their office.

### Principal Role

1. To **lead** Mary Ann and ensure it has a clear purpose and an overall framework of policies and procedures.
2. To **develop overall strategies** to achieve the aims and to ensure that there is a clear system to delegate the implementation of the strategies to the staff team.
3. To **monitor the progress** of Mary Ann and to ensure that it provides the highest quality of care which is balanced with the effective, efficient and economic use of its resources and assets.
4. To ensure **compliance with the law and accountability** to Mary Ann's stakeholders including the local community.
5. To ensure that Mary Ann **performs effectively**, contains people with the skills and experience it needs and makes plans to ensure the recruitment, induction and development of new Trustees.

### Main Duties

#### 1. Formulating Strategic Aims

- To play a key role in Mary Ann's business planning process, in particular in setting and monitoring its aims and objectives.
- To review and approve Mary Ann's budget as part of Board discussions.
- To review and approve major policies, collectively with the Board.

#### 2. Ensuring Policies and Practices are in keeping with its Aims

- As a member of the Board of Trustees or any of its Committees, sub-Committees or working groups etc., to have regard at all times for the best interests of Mary Ann as a whole and in particular those for whom it provides or seeks to provide a service.

- To attend meetings of the Board of Trustees and, as appropriate, of its Committees or working groups.
- To represent the Board's policies and views whenever sitting on a (Mary Ann or external) committee, sub-committee or working group.
- To ensure that proper financial controls are instituted and maintained.
- To review the performance of the Chief Executive, in implementing the Board's policies and plans.

### **3. Ensuring Best Practice**

- To be an active member of the Trustee body in exercising its responsibilities and functions.
- To monitor the activities of Mary Ann and encourage the maintenance of best practice standards.
- To maintain good relations with the staff.
- To maintain a watching brief over the statutory and legal obligations to which Mary Ann is subjected and offer observations when appropriate.
- To ensure that Mary Ann, its staff and volunteers act at all times in accordance with the statutory provisions, policies and procedures relating to the care and protection of its patients and their families.
- To take part in training sessions provided for the benefit of Trustees.
- To fulfil such other duties and assignments as may be required from time to time by the Trustee body.

### **4. Personal Skills Contribution**

- To contribute personal skills and experience for the benefit of the Charity.
- To promote the interests of the Charity, and to support its marketing activities.