

Role description:

Trustee

As a trustee of Mencap Liverpool (the Charity) you will be required to:

- Ensure that the Charity complies with its governing document (i.e. memorandum and articles of association), charity law and company law;
- Ensure that the Charity pursues its objects (as defined in its governing document) and strategic aims;
- Ensure that the Charity applies its resources exclusively in pursuance of its objects (i.e. the Charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are);
- Contribute actively to the Charity by giving:
 - firm strategic direction;
 - setting overall policy;
 - defining goals;
 - setting targets; and
 - evaluating performance against agreed targets.
- Safeguard the reputation and values of the Charity;
- Ensure the effective and efficient administration of the Charity;
- Ensure the financial stability of the Charity;
- Protect and manage the property of the Charity and to ensure the proper investment of the Charity's assets;
- Appoint the Chief Executive Officer and monitor his/her performance.

In addition to the above statutory duties, we would expect each trustee to:

- use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions;
- play an active part in fundraising including attendance at fundraising events;
- scrutinise board papers in advance of attendance at board meetings;
- stay up to date with guidance published by the Charities Commission;
- help to prepare the annual Trustee's report;
- get involved with members activities such as the Members Steering Group ('New Direction') and members events; and
- assist the Chair, Vice Chair, Treasurer and Secretary to discharge their roles effectively and to potentially (with the agreement of the Trustee) act up into those roles in the event of the absence of the role holder.

Trustee person specification

We are looking for the following qualities in a trustee:

- A commitment to the Charity;
- A willingness to devote the necessary time and effort;
- Strategic vision;
- Good, independent judgement;
- An ability to think creatively;
- A willingness to speak their mind;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team;
- A willingness to develop as a Trustee;
- A commitment to increase their understanding of the needs of the LD population.