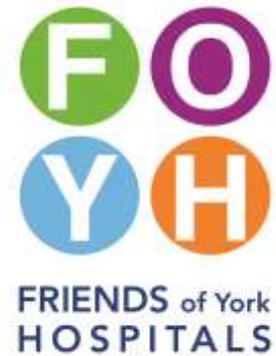


Volunteer Role Description

Trustee

Our Trustees work together to provide strategic management for the Friends of York Hospitals. They are responsible for the overall governance and strategic direction of the charity, developing its aims and goals in keeping with its governing document – the FOYH Constitution – and legal and regulatory guidelines.



Main Responsibilities

- To ensure that the Friends of York Hospital and all its representatives adhere to the governing document and legal framework including the financial requirements of a charitable organisation
- To take part in formulating, advancing and regularly reviewing the strategic aims of the charity
- To ensure that the policies and practices of the charity are in keeping with its aims
- To raise any issues of concern promptly
- To attend monthly Committee meetings and actively participate in making key management decisions
- To always act in the best interests of the Friends of York Hospital acting as an ambassador in the hospital and also the local and wider community
- To support the fundraising activities of the Friends of York Hospitals
- To support the volunteers working with the Friends of York Hospitals

Main Duties

- To always consider the charity and its beneficiaries, both as a member of the Trustees' Committee or any of its sub-committees, and to act in the best interests of the friends of York Hospitals at all times
- Follow the Charities Commission Code of Conduct at all times
- Ensure sound financial management of all resources, ensuring that investment activities meet acceptable standards and that expenditure is in line with the charity's objectives
- Make decisions on grant funding applications
- To always reflect the charity's vision, principles, strategy and policies at all times
- Maintain good working relationships with everyone involved within the charity, and support the Administrator and Volunteer Co-ordinator and the hospital volunteers

- To contribute to the charity by using specific skills, interests and contacts
- Accept other duties and assignments for specific areas of work within the Trustees' Committee if requested
- Attend relevant training sessions provided for the benefit of the Committee and the charity as a whole
- Attend at least 70% of the monthly Committee meetings and the Annual General Meeting
- Maintain absolute confidentiality about all private and sensitive information

Location

York Hospital

FOYH Contact

Andy White - Administrator and Volunteer Coordinator

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