



## Role Description

### Trustee

<b>Role title:</b>	Trustee
<b>Responsible to:</b>	The Board of Trustees
<b>Position:</b>	Voluntary

#### Overview:

The Friends of York Hospitals (FOYH) is a Charitable Incorporated Organisation (CIO) whose objective is to preserve, enhance and protect the health of patients of the York Hospitals by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.

#### Main duties and responsibilities

The duties of a trustee are as follows.

- Ensuring that FOYH pursues its stated objects (purposes), as defined in the constitution, by developing and agreeing a long-term strategy
- Ensuring that the FOYH complies with the governing document (i.e. the constitution), charity law, company law, any other relevant legislation or regulations and FOYH agreed policies and procedures
- Ensuring that FOYH applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that FOYH defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the FOYH, including having appropriate policies and procedures in place
- Ensuring the financial stability of FOYH
- Protecting and managing the assets of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of staff members

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Person specification

- A commitment to the organisation
- 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 commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Please refer to the CIO Constitution for details of the appointment process and term of office.

Signed:

Name:

Date:

Date approved	7-6-21
Approved by	Board of Trustees
Review date	June 2023
Version	3
Prepared by	SN