

Trustee and Chair of Income Generation Committee (IGC) Role Description



Summary of the role of Trustee

Trustees are individually, and as part of the Board, the 'guardians of charitable purpose', making sure that all Board and Board Committee decisions put the needs of the beneficiaries first; safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation ensuring these assets are used well, and in ensuring that the charity is run sustainably.

But this specific role requires the Trustee to Chair the crucial Board's Income Generation Committee (IGC).

Like other hospices, in the context of Government decisions about tax and minimum wages and in the generally challenging environment for most donors, we are not able to purely fund our work from current donations, meaning we have been drawing from our reserves.

This has to change if we are to survive and satisfy the ever-increasing demands for palliative care.

Main duties and responsibilities:

- Chair the Income Generation Committee, which has the following key priorities:
 - Review and constructively challenge the annual fundraising (FR) plans and budget
 - Maintain an overview of current fundraising initiatives and their return on investments, working in partnership with the FR team
 - Evaluate the risks to achieving projected income streams and advise the FR team and Board accordingly
 - In conjunction with the FR team, creatively develop new and potentially high return initiatives that are intended to deliver significant additional income, in excess of current FR budgets
- As part of the Board of Trustees:
 - set and maintain vision, mission and values
 - ensure plans are in place to deliver income/cost levels that can at least fund current expenditure
 - Develop strategy, set overall policy, define strategic objectives and evaluating performance against agreed targets
 - Assure continuous compliance with the legal and regulatory standards governing the operation of the charity, the charity governing document and any other relevant legislation, updating the articles of association as required.
 - Assure proper financial control and ensure the application of resources is exclusively in pursuance of the charitable objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
 - Assure the effective and efficient administration of the charity including funding, insurance and premises
 - Assure that The Hospice of St Francis pursues its objects as defined in its governing document (e.g. the promotion of any charitable purpose for the benefit of the community in the district of providing palliative care at the Hospice, at patients home, in our Spring Centre and in the community, and in particular the advancement of education, the protection of health and the relief of distress and sickness)
 - Assure employment procedures and policy and procedures for volunteering are compliant with legislation and regulation, subject to regular review and support the fulfilment of strategic objectives
 - Assure risk assessments for all aspects of the business are carried out including accurate and timely reporting using the format of risk registers
 - To contribute to, assure and maintain effective performance of the Board and Committees, including systems and processes for external assessment of these arrangements
 - Support the CEO and Executive Team to fulfil their delegated responsibilities and hold them to account for delivery of strategic objectives
- To attend Board meetings quarterly, up to two Board awaydays annually and serve as a member of up to two Committees.

- Able to be registered as a Directors of the Charity at Companies House, sharing ultimate responsibility for governing the charity and directing how it is managed and run.
- Act as an ambassador supporting the work of the Hospice in generating income and in its relationship with the communities served.

Term of Office

Appointments are made on an initial 4 year term, with annual appraisal, with the option to serve a second 4 year term. In some circumstances, the term can be extended by a further year, to a maximum of 9 years.

Person Specification	
Core components	<ul style="list-style-type: none"> • Exemplify leadership in their own right that, by association would enhance the credibility and influence of the Charity and lend his/her name to the Charity as an expression of support • Able to contribute to the strategic development of the Charity by the sharing of insights, experiences and other enriching leadership perspectives. • Able to speak at public events on behalf of the Board of Trustees • Have the ability to leverage her/his networks to encourage others in fundraising, making donations or by contributing their time and knowledge pro-bono to further the strategic objectives of the Charity • Generally bestow an aura of goodwill on the organisation • Where possible contribute to and/or attend working groups and Hospice functions
Qualifications, Skills, Experience, Knowledge & Approach	<ul style="list-style-type: none"> • Meet the qualification, skills, experience, knowledge and approach sought at recruitment. (The People Governance Committee uses a skills matrix to ensure through succession planning, trustees are appointed to optimise, maintain and recruit people with a broad range of skills in order that the Board of Trustees, supported in committee by Association Members, can fulfil the duties of 'guardians of purpose' and effectively govern the Charity.) • Able to work with a range of people at all levels internally and externally
Communication	<ul style="list-style-type: none"> • Beneficiary-facing attitude • Proficient IT skills, including Excel & Word and Document Management Systems like SharePoint • Excellent communication skills with the mental agility to 'think on feet' • Resilience when dealing with difficult and challenging people and complex situations • Self-motivated and able to work on own initiative within a team environment • See the potential in others and understand the impact of own actions on colleagues • A visible and approachable presence when within the hospice/hospice events • Can communicate in more than one language relevant to the population served (desirable)
Internal & External Contacts	<ul style="list-style-type: none"> • External Auditors and other regulators as required • All Employees, Volunteers, Association Members and Patrons • Members of the general public.
Decision Making	<ul style="list-style-type: none"> • Freedom to act within delegated responsibility and charity policy and procedure • Able to consolidate learning with speed and efficiency and work with pace and accuracy • Responsibility and autonomy in their area of expertise • The ability to manage and plan ahead in budget/resource management • Able to understand and assess reputational risk, governance risk (compliance and safeguarding) • The ability to attend and vote at the Annual General Meeting
Mental and Physical Consideration. Working Conditions & Environment	<ul style="list-style-type: none"> • The post holder will come into contact with emotional circumstances, through speaking to staff and volunteers or information received in the course of this role. • The post holder will frequently be required to process a range of information provided to support Board and Committee Meetings, prepare questions and reach evidenced conclusions • Attend and visit hospice locations and/or events and will need to have the availability to travel
Health & Safety	<ul style="list-style-type: none"> • Understand and comply with all Health and Safety, Fire and Infection Control regulations • Complete all mandatory training for the role and maintain compliance with this training
Safeguarding	<ul style="list-style-type: none"> • Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis
Any other information	<p>Trustees are volunteers and, as such, their personal contact details and skills are held on our volunteer database. Trustees do not receive any payment for their services. Expenses incurred in carrying out their duties on behalf of the Hospice can be reimbursed. All volunteers agree to work within Hospice policies and procedure, the Hospice Philosophy and to respect Hospice policy on confidentiality around patient, internal Hospice and commercial matters.</p>

This list of tasks and responsibilities is not exhaustive. Volunteers in roles concerned with the governing of the Charity may be required to undertake other relevant and appropriate duties as required by the Chair of Trustees.

This role Description will be reviewed and can be amended annually by the People and Governance Committee.