**Job Description for a Member of the Board of Trustees**

**Overall Purpose**

The Board of Trustees are responsible for the overall governance and strategic

direction of the charity, developing the organisations aims, objectives and goals in

accordance with the governing document and regulatory guidelines.

Main Responsibilities

* To ensure the charity functions within the legal and regulatory framework of the sector and in line with the organisations governing document.
* To undertake such duties in a way that adds to public confidence and trust in the charity and to avoid any personal conflict of interest.
* To take appropriate professional advice in all matters where there may be material risk to the charity, or where Trustees may be in breach of their duties.
* To determine the overall direction and development of the charity through good governance and clear strategic planning.

**Main Duties**

* Ensuring the charity complies with legislative and regulatory requirements and acts within the confines of its governing document.
* Promoting and developing the charity in order for it to grow, improve and maintain its relevance to society.
* Maintaining sound financial management of the charity’s resources, ensuring expenditure is in line with the organisations objects, and investment activities meet accepted standards and policies.
* Interviewing, appointing and monitoring the work and activities of the Chief Executive and Senior Staff.
* Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
* To maintain confidentiality about all sensitive/confidential information received.
* Ensure Cerebra values diversity in the workforce and demonstrates equality of opportunity in its treatment of staff and service users in all aspects of its business.
* Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly.

**Person Specification for a Member of the Board of Trustees**

Essential skills and experience:

* 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 your mind.
* An ability to work effectively as a member of a team.
* Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* A willingness to be available to all staff for advice and enquiries on an ad hoc basis.

Desirable skills and expertise:

* An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
* Background in HR, PR, Legal, Marketing, Research, Fundraising or Communications.
* Extensive personal/professional networks.
* Lived experience of a disability or be a parent, grandparent, carer or sibling of a child with a disability.