

TRUSTEE ROLE DESCRIPTION

General	The Rose Road Association is based at the Bradbury Centre in Southampton. The Association provides services for children and young adults with multiple disabilities, including the Oaks & Acorns for residential short breaks, Community Outreach and Activity and Playschemes.
Purpose	To utilise your personal skills, experience and knowledge helping to lead and support The Rose Road Association in its provision of professional client services. To be an active and contributing member of the board. Ensure organisational compliance in all areas of legislation, policy and procedure, using personal skills and experience to help the board of Trustees in reaching structured and sound decisions.
Accountable to	As the Board are responsible and liable for the governance and functioning of the Association, they are accountable in varying degrees to a variety of stakeholders, including: service users and their families, staff, members, funders, the Charity Commission, and Companies House.
Statutory Duties	<ol style="list-style-type: none">1. To ensure that the Association complies with Constitution, charity and company law and other laws and regulations relevant to our work.2. To ensure that the Association follows its objectives relation to people with disabilities.3. To safeguard all children and adults with whom the Association works.4. To ensure that the Association's resources are used exclusively on its objectives and not on other activities no matter how worthwhile they may be.5. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets6. To uphold the good name and values of the Association.7. To ensure all effective and efficient administration of the Association.

8. To ensure the financial stability of the Association.
9. To protect and manage the property and assets and ensure the proper investment of the funds of the Association.
10. To employ the Chief Executive Officer and monitor his/her performance.
11. To represent the Association at functions and meetings as appropriate.
12. To declare any conflict of interest while carrying out the duties of a Trustee.
13. To abide by the Dignity and Respect (equal opportunities) policy.

Commitment

1. To act solely in the interest of the Association.
2. To respect the collective authority of the Board and not to act unilaterally.
3. To respect confidentiality and comply with GDPR requirements.
4. To make available the necessary time and to use skills and experience for the Association's benefit to enable the Board to reach sound decisions.
5. To attend meetings regularly having prepared fully and read papers.
6. To support the Chief Executive and the management of the Association.
7. Where appropriate to challenge management but to do so constructively and always acting solely in the interests of the Association.
8. To work in partnership with staff, understanding and respecting the different but complementary roles of Trustees and staff.
9. To ensure that the partnership with users, their families, other agencies, supporters and fund raisers is nurtured to encourage care and co-operation, and development of the services.

Trustees can expect the Chief Executive and Senior Managers to:

- Provide the Board with timely high quality information to allow the Board to make informed decisions.
- Provide the Board with timely advice and ensure that external professional advisors are available as and when needed.
- Keep the Board informed of challenges on the horizon and changes in the external environment that may impact on the charity.
- Work in partnership with the Board to ensure that it fulfils its moral, statutory and legal responsibilities.
- Invest time and other resources to help develop good governance.
- Ensure that new Trustees receive induction and support, and that briefings, training and relevant publications are available to all Trustees and that information is regularly updated.
- Provide the honorary officers and Trustees with the necessary administrative and other support that they need to govern well.
- Respect the different but complementary roles of Trustees and staff.

Application form Please return your completed application to:
HR Department
The Bradbury Centre
300 Aldermoor Road
Southampton
SO16 5NA
Humanresources@roseroad.org.uk

Other useful information:

www.roseroad.org.uk

Our annual report and other information about being a Trustee
www.charitycommission.gov.uk

Contact details: Human Resources
Humanresources@roseroad.org.uk
023 8072 1200