

Trustee Role Description

Our trustees play a vital role in making sure that Keech Hospice Care achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Keech Hospice has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support the team to enable Keech to grow and thrive, and through this, achieve our mission to continue to support patients and their loved ones that use our services.

Board members have a collective, legal responsibility. They are ultimately responsible for everything the charity does and how it does it. The overriding duty of trustees is to act in good faith within charity law and to make sure the charity pursues its aims (as set out in the governing document); uses its assets exclusively to pursue those aims; and acts in the interests of its beneficiaries.

Key Responsibilities

Being a trustee at Keech Hospice Care is an exceptional opportunity to make a difference. As a trustee, you will be part of a team that shapes the future of the organisation. Ensuring Keech Hospice services effectively fulfil its general functions and duties in accordance with its Articles of Association, charity law, company law and any other relevant legislation or regulations.

- **Strategic Impact:** You will contribute to determining the overall strategic direction of Keech Hospice Care. Your decisions will directly impact the services provided and the lives of patients and families.
- **Legal Responsibility:** As a trustee, you're legally accountable for the charity's activities. You will act in good faith, ensuring the charity pursues its aims and uses its assets effectively.
- **Governance:** Ensuring high standards of governance that generate the confidence of Keech Hospices stakeholders and staff.
- **Integrity:** Promoting and protecting Keech's values, integrity, image and reputation.
- **Collaboration:** Working with other trustees, the Chief Executive, the Senior Leadership Team and stakeholders, you will collectively drive the charity's success.



As a trustee you will be required to:

- Attend meetings of the Board.
- Participate in the Board's annual work program of reviews.
- Undertake portfolio roles as directed by the Chair.
- Be involved in the work of the Board, including membership of any committee or working group established by the Board.
- Take an ongoing interest in the work of the charity and have a general awareness of its work and the environment within which it must operate.
- Promote the charity with external stakeholders where appropriate.
- Participate in Trustee visits to the hospice.
- Carry out the duties of a trustee in accordance with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).
- Responsible for setting the strategic direction of the charity.
- Be a guardian of our vision and goals. Ensuring we use our assets wisely; you will act in the best interests of our beneficiaries.

What are we looking for?

Essential

- Commitment to Keech Hospice Care and an empathy with, and commitment to, its aims, ethos and the values of the hospice. Be able to attend board meetings, participate actively, and advocate for our mission.
- Willingness to devote the necessary time and effort to carrying out trustee duties.

Desirable

We would like Trustees to have one or more of the following skills:

- **Finance:** Financial management and/or accountancy experience. A track record of securing value for money and effectiveness.
- **Management:** Experience in change management and organisational transformation. Retail and fundraising management.
- **Clinical:** Experience in the health sector and end-of-life care.
- **Board:** Working at a board or senior manager level. Experience of defining strategy, merger and acquisitions, key performance indicators, governance, compliance, audit and risk management in a public, private or charity sector.



- **Digital:** Experience of online retail, recruitment, Customer Relationship Management System, procurement and implementation of IT systems, use of AI/machine learning.
- **Human Resources:** Recruitment and retention of staff and/or volunteers.
- **EDI:** Working with young people, older adults, people from diverse backgrounds and/or people with special needs.
- **Legal:** Qualified lawyer preferably with experience in corporate environment.

Personal Criteria:

- No conflict of interest between your business activities and your role as trustee in line with the Seven Principles of Public Life (Nolan Principles).
- Ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately.
- Ability to listen sensitively to the views of others, inside and outside of the Board of Trustees and to gain the trust and respect of other Board and senior management team members.
- Ability to seek and obtain full and satisfactory answers within the environment of the Board.
- Ability to role model our values and to challenge trustees when they are being compromised.
- Willingness to learn and develop new skills and volunteer for specific committees/ad hoc workstreams (as necessary).

What will you gain?

Serving as a trustee can help you develop a variety of valuable skills:

- **Financial Understanding:** Managing funds, budgeting, and financial planning.
- **Strategic Thinking:** Setting long-term goals and developing plans to achieve them.
- **Governance:** Understanding legal and regulatory requirements, compliance, and organisational policies.
- **Leadership:** Guiding the organisation, making important decisions, and



leading meetings.

- **Risk Management:** Identifying, assessing, and mitigating potential risks.
- **Collaboration and Teamwork:** Working with other trustees, staff, and stakeholders to achieve common goals.
- **Communication:** Clearly articulating ideas, listening actively, and engaging in effective dialogue.
- **Problem-Solving:** Addressing challenges and finding solutions to complex issues.
- **Ethical Judgment:** Making decisions that align with the organisation's values and ethical standards.
- **Networking:** Building relationships with various stakeholders, including donors, community leaders, and other board members.