



Trustee Role Description and Person Specification

WECIL (West of England Centre for Inclusive Living) is a Disabled People led organisation, providing a wide range of services to Disabled people in the West of England. We are a Charity and Company Limited by Guarantee, and so there are a number of duties that Trustees have in terms of Company and Charitable Law.

Role Description

The statutory duties of a Trustee

- To ensure that WECIL complies with its governing documents (Memorandum and Articles), Charity Law, Company Law and any other relevant legislation or regulations (e.g. on safeguarding and Equality, Diversity and Inclusion).
- To ensure that WECIL pursues its objects as defined in its governing document.
- To ensure WECIL uses its resources exclusively in pursuance of its objects i.e. WECIL must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
- To set and maintain WECIL's vision, mission and values and to contribute to the development of its Strategic Plan.
- To contribute actively to the Board of Trustees' role in giving strategic direction to WECIL, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of WECIL.
- To ensure the effective and efficient administration of WECIL.
- To ensure the financial stability of WECIL.
- To protect and manage the property of WECIL and to ensure the proper investment of WECIL's funds.
- To appoint the Chief Executive Officer and monitor their performance.

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- To sit on panels (i.e. probation review, appraisal, disciplinary, complaints, job evaluation, recruitment etc.) as required.
- To ensure that WECIL has robust safeguarding policies and processes in place
- To promote Equality Diversity and Inclusion in all of WECIL's decision making
- To contribute to one of the Board's Sub Committees (HR, Finance or Quality)

Other duties

All Trustees are expected to promote the social model of disability and to consider disability equality in all their decision making.

In addition to the above statutory duties, Trustees 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
- Providing advice and guidance on new initiatives
- Other issues in which the trustee has special expertise

A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of WECIL in mind in performance of their role.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners



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- is under a disqualification order under the Company Directors Disqualification Act 1986

Trustee Person Specification

- To be a Disabled person (75% of the Board must be Disabled people)
- Commitment to WECIL's values and mission
- Willingness to devote the necessary time and effort to their duties as Trustee
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- The courage and willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team
- Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accountable to:

As the Board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including; service users; members; funders; the Charity Commission and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.