

Role Information	
Role Title	Trustee Board Member
Location:	Wirral Hospice St John's, Higher Bebington, Wirral CH63 6JE

Wirral Hospice St John's
Wirral Hospice St John's is a charitable organisation established, supported and part-funded by our local community, and provides specialist palliative care for adults and support for both patients and families affected by life-limiting illness including cancer, heart, liver and kidney disease, respiratory and neurological conditions.

Board of Trustees
<p>The role of the Board of Trustees is to ensure the delivery of the aims and objectives of Wirral Hospice and to provide the strategic leadership needed to determine its future direction. In undertaking this role the Board must ensure the organisation:</p> <ul style="list-style-type: none"> • Operates within the objectives set out in the governing document • Utilises assets and resources for charitable purposes in line with the governing document • Acts in the interest s of its members • Complies with charitable and company law • Adheres to the hospice's philosophy and values • Upholds the reputation of the hospice <p>Responsibilities of Trustees:</p> <p>The primary responsibility of our trustees is to provide the organisation with strategic leadership and maintain a governance perspective to ensure it is well managed and administered, and resources are optimally used.</p> <p>Trustees are charged within company and charitable law, with:</p> <ul style="list-style-type: none"> • Serving the whole organisation and not as a representative of any specific interest group • Acting in the best interests of the organisation at all times • Working together not pursuing personal or sectional interests at the expense of organisations interest. <p>Trustees are required to ensure:</p> <ul style="list-style-type: none"> • The hospice complies with its governing document, charity law, company law and other relevant legislation or regulations • The hospice operates within the aims and objectives as set out in its governing documents • The hospice's resources are applied exclusively in pursuit of its objectives • The Board of Trustees operates effectively, and: <ul style="list-style-type: none"> ○ Establishes the hospice's strategic direction and goals ○ Sets the overall hospice policies ○ Evaluates the hospice's performance on a regular basis and holds the Chief Executive accountable for the outcomes ○ Ensures the financial stability of the organisation and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate ○ Defines the boundaries of management authority ○ Delegates the implementation of its decisions to the Chief Executive and Senior Leadership Team (SLT), supporting them as required to carry out their work ○ Ensures the performance and development of the Chief Executive is reviewed annually ○ Reviews its own performance annually and that all Trustees actively participate in this <p>The Board's agreed position is represented when speaking publicly on behalf of the hospice.</p>

Commitment:

As per the Memorandum and Articles of Association, the term of office for each elected trustee is three years, with the opportunity of a further term of office.

In particular circumstances based on skills needed there can be further extensions to terms of office. Within each term of office trustees are expected to:

- Attend meetings of the Board (six per year inclusive of strategic planning days) and actively contribute expertise
- Attend the hospice's annual general meeting (AGM) of members and any extraordinary general meeting if required
- Commit to the organisation and a willingness to devote the necessary time and effort required
- Contribute expertise to a Board Governance committee as required
- Assist the Board and SLT in promoting the hospice's goals and values, and to represent the Board's agreed position when speaking publicly on behalf of the hospice
- Undertake minimum of one trustee visit per annum, as required
- Maintain an up-to-date overview of the local health economy
- Undertake development opportunities as required to maintain up-to-date knowledge of hospice and charity sector
- Undertake required mandatory e-learning modules necessary for the role
- Maintain confidentiality

Remuneration and expenses:

The role of the trustee of Wirral Hospice is voluntary and trustees will not receive any remuneration for their services on the Board. Travel expenses can be claimed when undertaking hospice duties.

Conflict of interest:

Trustees have a duty to:

- Declare any potential conflicts of interest relevant to their trustee role e.g. Where the individual has an interest in a company that may wish to provide a service to the organisation
- E steps to resolve any conflicts that may arise. In instances of private interests conflicting with trustee duties, the trustee must resolve this conflict in favour of the trustee role or resign
- Declare an interest in any matter which might reasonably cause others to think it could influence their decision. They should state the nature of the interest but may remain in the room and participate in the discussion
- Consult with Chair if in any doubt about the application of these rules

The above list of duties is indicative only and not exhaustive. Trustees are expected to perform all such additional duties as are reasonably commensurate with the role.



PERSON SPECIFICATION

Title: Trustee Board Member

Attributes	
Values led	<ul style="list-style-type: none"> • Interest in supporting the people of Wirral through a community focussed approach • Commitment to having patients and those close to them central to all decision making • An understanding or personal experience of the impact of palliative care for those with a life limiting illness • Commitment to the mission and values of Wirral Hospice St John's and a willingness to uphold • Willingness to devote the necessary time and effort in carrying out the role of Trustee • Enthusiasm for the purpose and work of the hospice
Knowledge, Skills and Understanding:	<ul style="list-style-type: none"> • Ability to be a critical friend, holding people to account through constructive questioning, listening and seeking assurance • A creative and innovative approach to problem solving • Good independent judgement and strategic vision • Demonstrate strong leadership skills • Have the ability to speak their mind constructively • An ability to work effectively as a member of a team • Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship • An appreciation and understanding of the roles of the Chair, Trustees and Chief Executive • Have the ability to think strategically and creatively
Experience:	<ul style="list-style-type: none"> • Strategic thinking • Demonstrate experience of developing and sustaining relationships with key stakeholders and colleagues to achieve organisational; objectives • Have a proven track record of sound judgement and effective decision-making • A history of impartiality, fairness and the ability to respect confidences • Demonstrable ability to motivate others to strive for excellence • Proven ability of giving clarity to objectives and effective performance management delivered in the context of a highly supportive team ethic
Personal	<ul style="list-style-type: none"> • Willingness to learn and embrace change in a flexible manner • Time to commit to the role of a trustee