



Unit 12, Road Two, Winsford Industrial Estate, Winsford CW7 3QL

Trustee Role Description

Legal Framework

Changing Lives Together is a registered Charity and a Company Limited by Guarantee. The trustees are also the members and the directors. They are responsible for its overall governance and strategic direction and for developing the organisation's aims, objectives, and goals in accordance with the governing document, legal and regulatory guidelines.

Role

The trustees share a legal responsibility for determining what the charity does and how it is run. The trustees must:

- Work in the interests of the charity and not for personal gain.
- Work together with other members of the trustee board to ensure that the charity:
 - Adheres to the rules set out in its governing document and adopted policies,
 - Works to achieve its registered objects and in the best interests of its beneficiaries,
 - Manages its financial, legal, employment and other responsibilities reasonably and properly.

Responsibilities

1. Formulate and review regularly Changing Lives Together's vision, values, and long-term strategy as well as policies for its fulfilment.
2. Set and agree high level targets and evaluate performance against them.
3. Ensure the effective administration of the charity and its assets in the interest of current, potential, and future beneficiaries and the proper investment of Changing Lives Together's funds.
4. Ensure a fully effective and appropriate system for the recruitment, appointment and evaluation of the work and activities of the Chief Executive and, where applicable, other members of the Senior Management Team and to support the Chair in their line management of the Chief Executive.

Changing Lives in Cheshire, Changing Lives in Warrington, Changing Lives in Ellesmere Port,
The Cheshire Food Hub & Cheshire Community Development Trust
are all trading names of Changing Lives Together.
Registered office: Unit 12, Road Two, Winsford Industrial Estate, Winsford CW7 3QL.
Registered in England & Wales charity 1139983, company 07400060

5. Understand and accept the legal duties, responsibilities and liabilities of trusteeship whilst ensuring that the Changing Lives Together complies with all regulatory and statutory requirements.
6. Ensure an effective and appropriate system of risk management.
7. Maintain sound financial management and control of the charity's resources to ensure the financial stability of the Changing Lives Together.
8. Be familiar with, ensure compliance with and keep under regular review the governing documents of the Changing Lives Together, ensuring an effective and transparent system of governance and that the charity pursues its objects as defined in its governing documents.
9. Promote the reputation and values of the organisation and ensure the charity is delivering public benefit as defined in its charitable objectives.
10. Ensure that the Changing Lives Together manages and continues to develop its external relations, raising its profile, and supporting the growth of its impact accordingly.
11. Attend board meetings, scrutinise board papers, ask questions to members of the senior management team, contribute to the board discussion, focus on key issues, and accept collegiate decisions.
12. Use any specific skills, knowledge, and experience to help the board of trustees, which may involve:
 - Liaising with the Chief Executive and members of the Senior Management Team as appropriate.
 - Acting as an ambassador for the Changing Lives Together, using and developing contacts and personal networks.
 - Providing guidance on new initiatives or other issues in which the Trustee has special expertise.
13. Be familiar with Changing Lives Together's policies, handbooks and this Role Description.

Skills and Abilities

The board seeks to embrace a range of skills, life and career experiences, engaging a diverse group of trustees bringing different voices and perspectives. In addition to specific skills sets that are sought, all trustees are asked to show:

- A clear empathy with and interest in Changing Lives Together
- A willingness to learn from and get to know beneficiaries, staff and volunteers
- Excellent communication and interpersonal skills
- Strong listening and questioning skills
- Good analytical ability and independent judgement
- Capacity for clear, creative, and strategic thinking and vision
- A willingness to speak their mind
- Understanding and acceptance of the role of a trustee and director of a charitable company (including the legal duties, responsibilities, and liabilities of trusteeship)
- A willingness to be an ambassador and advocate for Changing Lives Together and its work internally and externally

- Able to be a supportive and critical friend, to challenge and develop the thinking of the charity and create valuable outcomes for our beneficiaries, staff and volunteers
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.

Terms of Office

Every trustee is appointed for a period of three years. Terms maybe renewed by agreement at the discretion of the board.

Training and Support

Bespoke didactic and experiential induction and developmental training will be given to each trustee according to their agreed needs.

Time Commitment

We are looking for people who can volunteer their time and skills to:

- Attend regular trustee board meetings – currently 6 a year.
- Read papers and contribute to selected activities and projects in between meetings.
- Give ad hoc attendance at planned functions and meetings as the occasions demand.

Expenses

The role is a voluntary role for which there is no remuneration. Reasonable expenses incurred in undertaking the role can be paid in accordance with the Expenses Policy.