

CARERS ASSOCIATION SOUTHERN STAFFORDSHIRE

Role Description for CASS Trustees

The Carers Association Southern Staffordshire (CASS) works with carers of all ages living within the administrative districts of Stafford, South Staffs, Lichfield, Tamworth, East Staffs and Cannock Chase, through the provision of advice, information and emotional support.

The Organisation

The organisation became a Company Limited by Guarantee and a registered charity in its own right in June 2001 and is managed by a Board of Trustees.

Aims

C.A.S.S. aims to provide independent and confidential information, advice and emotional support to carers and to ensure their participation in statutory service planning and delivery through appropriate consultation and representation.

Trustees/Board of Directors

As a charitable company, trustees are also company directors and must comply with the legal requirements relating to company directors.

C.A.S.S. Board of Directors are all volunteers and come from a variety of backgrounds. Some are either carers or former carers but all have a commitment to the support and well-being of carers. The Board of Trustees (known as the Executive Committee) are responsible for the control and management of the administration of the charity and for its strategic direction.

Main Statutory Responsibilities:

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its charitable objects as defined in its governing document.
3. To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

Other duties

In addition to the above statutory responsibilities, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

10. Scrutinising board papers.
11. Leading discussions.
12. Focusing on key issues.
13. Providing guidance on new initiatives.
14. Other issues in which the trustee has special expertise.

Trustee Development:

1. The Trustee will receive an induction programme within the first month of appointment.
2. The Trustee will be supported by the Chair and Chief Officer
3. Further training for professional and personal development will be offered, as appropriate and according to identified need. This may as be an individual or as part of the C.A.S.S. organisation.

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PERSON SPECIFICATION

Title: TRUSTEE

This specification lists the skills, knowledge and experience required for the role of trustee

	Essential	Desirable
Experience and knowledge	An understanding of, a sensitive approach towards and an empathy with the needs and difficulties faced by carers	Knowledge and experience of the way statutory and voluntary agencies are organised
Education and Training	Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship Willingness to undertake appropriate training	
Particular skills and abilities	Ability to think creatively Ability to work effectively as a member of a team Commitment to enabling carers to take a full role in the planning and provision of services	Strategic vision
Other factors	An understanding of the importance of maintaining confidentiality and the willingness to work within CASS' aims, principles and policies e.g. Equal Opportunities Commitment to the organisation Willingness to devote the necessary time and effort Good, independent judgement Willingness to contribute to debate Willingness to adopt and work within Nolan's seven principles of public life, as follows : <i>Selflessness:</i> Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends. <i>Integrity:</i> Holders of public office should not place	

	<p>themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.</p> <p><i>Objectivity:</i> In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.</p> <p><i>Accountability:</i> Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.</p> <p><i>Openness:</i> Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.</p> <p><i>Honesty:</i> Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.</p> <p><i>Leadership:</i> Holders of public office should promote and support these principles by leadership and example.</p>	
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