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# Role Description: Trustee of EMMS International

**Role title** Trustee

**Term** Trustees will serve an initial three-year term and will then be eligible for re-appointment for two additional terms of three years each.

**Background** A general background in a relevant management or front-line role with particular expertise likely to be in strategy, governance, finance, fundraising, HR, legal, healthcare, palliative care, international development, marketing, PR, or Christian Mission. Previous experience as a trustee of a Charity would be welcomed.

# Role summary

The responsibility of a Trustee is to direct the affairs of the charity through efficient, effective and accountable governance, ensuring that the organisation is solvent, professionally-run and acts in accordance with its stated aims and objectives.

Trustees are responsible and accountable for the overall strategic leadership and direction of the charity, safeguarding its assets, reputation and ethos.

**Main responsibilities of a Trustee**

1. To set, maintain and safeguard the vision, mission and values of the charity.
2. To ensure that the Charity complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
3. To maintain proper financial control, including overseeing and approval of annual budgets, as well as ensuring that the Charity’s resources are employed responsibly, efficiently and effectively in pursuance of its objectives.
4. To develop, approve and oversee the strategic direction of EMMS International in conjunction with other Trustees, the Chief Executive and Executive Team.
5. To proactively participate in and be responsible for Board decisions, with due regard to advice from the Chief Executive and Executive Team.
6. To appoint (when relevant) the Chief Executive.
7. To support the operational management of the organisation.
8. To ensure accountability and confidentiality.
9. To develop and maintain an up to date knowledge of EMMS International and its work.
10. To participate in training relevant to the Charity, the sector or the role of a Trustee.
11. To generally promote and represent the Charity within a Trustee’s realm of influence.
12. To act in the best interests of the charity, never in the interests of yourself or another organisation.
13. To prioritise Board / Board Committee attendance, prepare fully for all meetings and actively engage in discussion, debate and voting in meetings.
14. To contribute specific skills, knowledge and experience to assist the Board in discharging its responsibility.
15. To develop a constructive and effective working relationship with other Trustees, the Chief Executive, members of the Executive Team and other members of staff.

**Qualities of a Trustee**

**Essential**

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
* A commitment to the charity’s objects, aims and values.
* A willingness to devote the necessary time and effort to the role.
* Good, independent judgement, and impartiality.
* Integrity.
* Willingness to speak his or her mind.
* Good communication and interpersonal skills and the ability to respect confidences
* Leadership Skills
* A strong Christian Faith

**Desirable**

Having skills or experience within one or more of the following:

* Prior experience of committee/trustee work, particularly within charitable sector.
* Strategic and creative thinking.
* Knowledge / understanding of the type of work undertaken by the organisation.
* Experience of working within one of the countries where our projects are based.
* Experience of working within palliative care or public health.
* Some experience of charity finance and / or charity fundraising.

**Remuneration / Expenses**

Whilst the role is unpaid, reasonable out of pocket travel expenses will be reimbursed.

**Time commitment**

* The Board meets at least four times a year for about 2 hours. In addition, there is normally an Away Day each year together with some other form of social get together.
* The Finance & Investment Committee meets at least four times a year for about 2 hours.
* The Safeguarding Committee meets quarterly.
* In addition to board meetings, other contact via email, telephone or video conference will be necessary.

On average, an estimate of between 5 and 10 hours per month is likely to be required to fulfil this role, after induction, depending on whether or not a Trustee is also involved in any sub-committee.

AAM / May 2020