

## Role Description - Trustee

Being a trustee of the Nationwide Foundation will require you to:

- Work with fellow trustees to shape, drive and monitor the Foundation's strategy.
- Prepare for and participate fully in board meetings.
- Act reasonably in decision making and leadership of the organisation.
- Ensure the proper management and administration of the charity.
- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.
- Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects.
- Promote the work of the Foundation externally.
- Participate in sub-committees.
- Manage risks with a considered, proportionate and balanced approach.
- Support the Foundation's chief executive.
- Ensure that the Foundation's values and the principles of good grant-making practice are upheld in the delivery of its objectives.

The statutory duties of a trustee:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public.
- 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.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation.
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

# Person Specification - Trustee

## Essential

- Has senior level business experience.
- Has experience working in complex and ever-changing environments.
- Has an understanding of financial reporting.
- Has experience communicating complex ideas to a variety of audiences.
- Is committed to the organisation and has sufficient time and willingness to contribute effectively to board proceedings.
- Has experience and an understanding of strategy development.
- Is able to work effectively as a member of a team.
- Is willing to speak up and can remain independent of any influence from another organisation or individual.
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity.
- Is able to make quick and sound decisions based on an analysis of information presented to them.
- Is aware of developments in the voluntary sector and areas of interest to the Foundation.
- Has a passion for the social sector and social change, and brings evidence of influencing and effecting change using theoretical approaches to change.
- Can manage risks with a balanced and informed approach.
- Is committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Desirable

- Influencing social change
- Housing sector knowledge
- Working collaboratively and in partnership with others to implement change
- Corporate social responsibility
- Charity finances