

## Role Description: Trustee of Life Changes Trust

### 1. Background

#### 1.1 The Trust

The Life Changes Trust is an independent Scottish charity, established in 2013 with a £50 million, 10 year spend-out endowment from the Big Lottery Fund.

The Trust's mission is to drive transformational and meaningful improvement in the quality of life, empowerment, well-being and inclusion of two key groups in Scotland:

- People living with dementia and their carers
- Care experienced young people

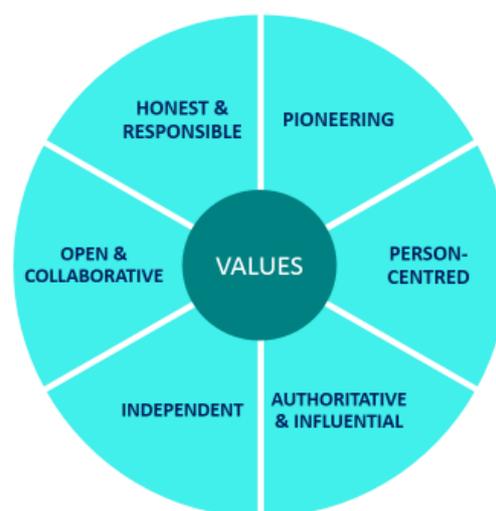
Everything we do at the Life Changes Trust is underpinned by our commitment to improving the lives of our beneficiaries. At the heart of our work will always be their needs, views and well-being.

The Trust will work closely with our beneficiaries as well as policy makers, service providers, researchers and other stakeholders to make sure that our funding and influencing activities are targeted in ways that will bring the greatest benefit.

#### 1.2 Values

The Trust's values define who we are, what we stand for and how we behave.

Our values provide the basis for our decision-making and also what we expect from others with whom we work.



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### 1.3 Trustee Meetings

Board meetings take place four times a year, usually but not exclusively in Glasgow. There are currently three committees which meet quarterly (mostly in Glasgow): Finance Committee; People Affected by Dementia Programme Committee; Care Experienced Young People Programme Committee. There is also a Remuneration Committee that meets at least annually and deals with ongoing business by email.

## 2. Trustees

The Trust is committed to equality and inclusion and welcomes applications from anyone over 16 who is interested in the work of the Trust and has the capacity to be an effective Trustee.

### 2.1 Eligibility

All Trustees must be eligible, under section 69 of the Charities & Investment [Scotland] Act 2005, to serve in this capacity. This means that they must not:

- have an unspent conviction for dishonesty or an offence under the Act
- be an un-discharged bankrupt
- have been removed under either Scottish or English Law or the courts, from being a charity Trustee
- have been disqualified from being a company director

### 2.2 The Role

To further the vision and mission of the Trust, in line with its values, charitable objectives and Memorandum of Association.

Trustees are critical to the achievement of the Trust's mission, its governance and effective performance. They are collectively responsible for ensuring the organisation is managed effectively, for its property, finances, staff and volunteers. Although they are accountable for the charity, Trustees can delegate some of their authority to staff or committees. However, they can never delegate their responsibility.

## 3. Duties

### 3.1 To ensure the Trust functions within the legal and financial requirements of a charitable organisation by:

- active membership of the Trustee body and working with the responsibilities and functions required by charity and company law

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- understanding financial and management information to ensure financial probity
- undertaking regular risk review to ensure sustainability of the Trust
- understanding the rules for Trustee disqualification as set out in the governing documents and charity law
- undertaking appropriate review of governing documents to ensure they meet the current requirements of the Trust.

### **3.2 To participate in formulating and reviewing the Trust's Business Plan/Strategy by:**

- considering the best interests of the Trust as a whole
- reflecting the Trust's vision and mission, relevant policies and budget
- contributing specific skills, interests and contacts to support the Trust

### **3.3 To ensure that the policy and practices of the Trust are in keeping with its aims by:**

- attending most Board meetings and meetings of committees as appropriate
- maintaining good relations with the Chief Executive, senior and other staff
- taking part in training provided for the benefit of the Trustees
- following internal policies and procedures to ensure the good standing of the Trust
- undertaking such other duties and assignments as may be required from time to time by the Trustee body

## **4. Expectations and commitments**

Each Trustee is expected to support strategic planning and decision making for the Trust by participating effectively as a member of its Board and at least one Committee. Trustees must also fulfil all the responsibilities set out in the Trustee Guidance.

Trustees are expected to contribute a minimum of 10 days a year to attend board meetings (3-4 times a year) and meetings of at least one Committee (3-4 times a year) plus 2 additional days for reading, attendance at other events and communications.

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Within the remit of the role of a Trustee, they will be required to:

- keep themselves up-to-date with the duties and activities required to fulfill the role, including the legal obligations that underpin them
- participate fully in meetings
- give each other support and help, and do whatever possible to manage differences constructively
- enable and support constructive and respectful communication between Trustees and with staff and volunteers, using appropriate procedures for managing concerns, grievances or complaints
- act with integrity, highlight conflicts of interest, and ensure that all decisions are made solely in the interests of the organisation

### 5. Person Specification

Trustees will fulfil their formal duties as a trustee as set out in the Trust's Guidance for Trustees and also meet the following requirements:

- knowledge of charity governance, or a willingness to learn
- ability to participate effectively in meetings of the Board and at least one Committee, contributing to discussion and decision making
- ability to think strategically
- experience in relation to developing a culture of learning and improvement
- good interpersonal skills (communication, problem solving, team working)
- a sound understanding of a relevant specialist area as identified at the time of recruitment (e.g dementia; care experienced young people; responsible financial investment; financial management in the third sector).

### 6. Support for Trustees

Trustees are unpaid but all legitimate and reasonable expenses incurred in meeting trustee duties will be paid, including travel, care costs and, in some cases, loss of earnings.

Induction, training and ongoing support will be provided to help trustees fulfil their role.