

# Board Trustee Role Description

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## 1. MAIN PURPOSE OF ROLE

Provide strategic leadership for The Leprosy Mission Northern Ireland (TLMNI) through good governance. This includes:

- Ensure TLMNI is compliant with Northern Ireland Charity and Company Law
  - Set and maintain Vision, Mission and Values
  - Develop and monitor implementation of strategy
  - Establish and monitor organisation policies
  - Ensure accountability, including fiscal oversight
  - Support and encourage the staff (currently 6 people)
  - Promote the organisation
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## 2. POSITION IN ORGANISATION

- Participate with others to form the Board of Trustees for TLMNI, led by an elected Chair, Vice-Chair and Treasurer
  - The Board of Trustees is currently 8 people
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## 3. SCOPE OF ROLE

- Participate in 4 Board Meetings per annum
  - Participate in a Sub-Committee as required
  - Attend events in the interests of TLMNI and/or to promote the interests of the charity and, as required, speak on behalf of the Board
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## 4. DIMENSIONS & LIMITS OF AUTHORITY

- The Board of Trustees collectively have responsibility for the governance of TLMNI, which includes 6 paid employees and over 200 volunteers
  - The Board of Trustees collectively review and agree strategies, policies and budgets
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## 5. TERMS OF APPOINTMENT

- Trustees are appointed for a term of three years
  - Trustees can offer themselves to stand for re-election for a further three year term
  - There is no upper limit on the number of term appointments for Trustees
  - Funded by TLMNI, Trustees (on occasion) are encouraged to attend Board meetings of other UK TLM national offices
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## 6. QUALIFICATIONS, SKILLS and VALUES

- Relevant professional experience to fill the Board skill gap identified
- Excellent ability to see the big picture and operate at a strategic level
- Excellent interpersonal skills, able to work with a Board of passionate and motivated individuals to achieve a common goal
- Excellent written and oral English communication skills
- Experience in the Charitable sector, possibly as a Trustee, is desirable

To enhance the working of the Board and progress the cause of the charity, your values will include:

- Being a Christ-centred person, committed to His mission to the poor
  - Have a relational attitude, working with others and respecting differences, yet able to challenge graciously
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## 7. PROVEN ABILITY

- Demonstrate a passion for people affected by leprosy or similar cause
- Willingness to apply experience and skills to enhance the governance of TLMNI

This could be demonstrated through

- Minimum five years proven track record in a senior position
  - Proven strategic management skills at senior management level
  - Enthusiastic engagement with a similar cause
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## 8. SAFEGUARDING

TLM Northern Ireland has a zero-tolerance policy towards any abuse, neglect, and exploitation to all people. Safeguarding is everyone's responsibility, and all employees,

volunteers and representatives are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. All trustees must sign, be familiar with, and comply with TLM Safeguarding Code of Conduct, the Safeguarding Children & Vulnerable Adults Policy, and the Safeguarding Children & Vulnerable Adults Procedures. All TLM staff, volunteers and representatives are required to participate in mandatory induction and annual refresher safeguarding training.

The role of Board Trustee has been assessed as having a 'high' level of safeguarding risk. This is because the role has governance responsibility for the promotion of a safe organisational culture and for ensuring the promotion, implementation and monitoring of safeguarding policies and procedures.

TLM will put relevant measures in place in order to mitigate or manage the level of safeguarding risk. For example, these will include: enhanced recruitment procedures, support from staff with safeguarding expertise, mandatory training and annual assessment of role-related safeguarding risks. It is expected that the role holder will collaborate so that these measures can be put in place.

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## 9. Appointment of Trustees & Due Diligence

Proper due diligence will be carried out in respect of each recommended Individual prior to any appointments being made. This will include as a minimum:

- Obtaining appropriate references
- Carrying out a director's disqualification check on Companies House
- Carrying out Access NI checks and that all safeguarding documentation (including Code of Conduct) is signed
- Carrying out a Conflict of Interest check and requesting completion of a Declaration of Interests Form
- Requesting completion of a Willingness and Eligibility for Directorship form which includes the HMRC Fit and Proper Persons Declaration, by which Candidates confirm that they are not disqualified from acting as a charity trustee or a director, they haven't been convicted of an offence involving deception or dishonesty, they haven't been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft, and they haven't been adjudicated bankrupt.

Once the above are in place, individuals will be recommended for either election or co-option to the Board of Trustees, depending upon the time of year.