

ROLE: TRUSTEE (PHARMACIST)

REPORTS: CHAIRMAN

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

We are particularly interested to meet with people who have the following experience and would be able to:

- Prescriber who can provide transcribing training is desirable
- Pharmacist with a good working knowledge or interest in Palliative and End of Life management.
- Deliver annual safe handling of medicines/medicines management training 2-3 hour session to include topical/relevant/current updates in palliative/End of life care and drug calculations.
- Complete an annual independent audit of the drug management and report. Review and support medicines policy reviews.
- Directly contactable to provide advice for staff
- Undertake the responsibility of the Control Drugs Accountable Officer role.

Desirable

- Trustee experience

Duration: We are seeking someone to serve for a three year term, to March 2024

Responsibilities:

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance
- To ensure that the organisation pursues its objects as defined in its governing document
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity
- Promoting and developing the charity in order for it to grow and maintain its relevance to society
- To determine the overall direction and development of the charity through good governance and clear strategic planning
- To ensure the financial stability of the organisation by maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

- To maintain absolute confidentiality about all sensitive and confidential information received in the course of a trustee's responsibilities to the charity

Specific tasks & duties:

Governance

- Attend board meetings, and actively participate in the decision making of the board
- Be a member of board sub-committees as agreed
- Regularly evaluate the appropriateness and effectiveness of the board
- Ensure the effective and efficient administration of the organisation striving for best practice in good governance and ensuring policies are in line with current legislation and good practice
- Approve and regularly review the organisations budget, ensuring published reports adequately reflect the nature of our business and our financial health
- Appoint independent auditors and approve audited accounts
- Represent the organisation at public events
- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate

Strategy

- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, set overall policy, define goals and set targets in line with these corporate goals
- Review and agree any major changes to the organisation

Performance Management

- Monitor and assess the organisations results and performance against agreed objectives, budgets and plans

Risk Management

- Maintain a robust overview of the principal risks facing the organisation
- Exercise scrutiny over the organisations risk management systems

Executive Performance Monitoring and Remuneration

- Support the CEO
- Monitor the performance of the CEO and maintain an overview of the Senior Leadership Teams performance

Other duties

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

- Scrutinising board papers
- Leading discussions

- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Person specification:

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to constructively speak their mind and contribute to decisions and discussion.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

Accountable to:

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission and Companies House.

Exclusions from holding a trustee position

Sections 178 and 180 of the Charities Act 2011 disqualifies anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- Is an undischarged bankrupt
- Has previously been removed from trusteeship of a charity by the court of the charity commissioners
- Is under a disqualification order under the Company Directors Disqualification Act 1986

Anyone who has entered into a compromise or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 181 of the Charities Act 2011.