

# DYSPRAXIA FOUNDATION



## TRUSTEE ROLE DESCRIPTION

### 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.

### Main 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 uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity. To determine the overall direction and development of the charity through good governance and clear strategic planning as well as setting goals and monitoring their achievement. To represent the charity always in a way that is commensurate with both the charity's ethos and values as well as your joint and several responsibilities to the staff and your fellow trustees.

### Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times and to declare any potential conflict of interest whether monetary or other.
- Promoting awareness of Dyspraxia and developing the charity for it to grow and maintain its relevance to society.
- 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.
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources,
- To maintain absolute confidentiality about all sensitive/confidential information Received in the course of trustee's responsibilities to the charity.

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Helpline 01462 454986 Website: [www.dyspraxiafoundation.org.uk](http://www.dyspraxiafoundation.org.uk)

Registered Charity No 1058352 A company limited by guarantee. Registered in England No 3256733

Patrons: Dr Ian McKinlay Bsc, MB, Chb, DCH, FRCP, Dr W James Appleyard MA, BM, FRCP, MRCS, Lady Isabella Naylor-Leyland  
Mr Jeffery Barratt, Mr Jamie Lambert, Miss Stephanie Guidera, Mrs Michele Lee MBE.

- Attending Trustee Meetings, a minimum of 4 times a year which are usually held on a Saturday either in person or, in an emergency, via video link
- Participate in one or more sub committees as requested
- If possible, take on a specific role or responsibility within the Board of Trustees commensurate with your personal skill set which may include for example liaising with one or more of our groups or fundraising.
- With the assistance of the charity to obtain a valid DBS Certificate
- Work always to ensure that the charity meets its public benefit criteria
- Ensure all the charity's policies and procedures are adhered to including, for example, the volunteers code of conduct and the social media policy.

### **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 beneficiaries, members, funders, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

**This Job Description is not intended to be prescriptive or restrictive in any way and may be altered or adapted in consultation with the Board of Trustees to reflect individual roles.**

Reviewed: April 2019