



Disability Nottinghamshire

Trustee Role Description

Our Mission Statement

Disability Nottinghamshire promotes the independence and choice of all persons with disabilities and impairments within the Nottinghamshire County Council area (excluding Nottingham City). We provide free, confidential, and impartial information, advice, and advocacy in respect of any aspect of disability to people with disabilities and impairments, their careers, friends, and families as well as professionals and students. Our service is provided by people who either have a disability or personal experience of disability.

We aim to increase understanding by shared knowledge, raise awareness of the challenges facing disabled people and/or their carers and influence decision makers to develop services based on needs.

Our provisions include general and welfare benefits advice, local outreach, a befriending service, and a singing group.

Position: Trustee

Responsible to:

Board of Directors and the Membership of Disability Nottinghamshire.

General Description:

Our trustees play a vital role in making sure that Disability Nottinghamshire achieves its core purpose. They oversee the overall management and administration of the charity, whilst ensuring that Disability Nottinghamshire has a clear strategy and that our work and goals are in line with our vision. They also support and challenge the executive team to enable Disability Nottinghamshire to grow and thrive.

Trustee Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

This is a voluntary unpaid role.

Duties:

- Support and provide advice on Disability Nottinghamshire's purpose, vision, goals, and activities.
- Attend and participate in meetings on a regular basis, through participation in Trustee Board and serving on sub-committees as necessary.
- Approve organisational strategies and policies and monitor and evaluate their implementation.
- Oversee Disability Nottinghamshire's financial plans and budgets and monitor and evaluate progress with oversight of the annual budget led by the Treasurer.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored, and controlled effectively.
- Keep abreast of changes in Disability Nottinghamshire's operating environment.
- Contribute to regular reviews of Disability Nottinghamshire's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect Disability Nottinghamshire's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Disability Nottinghamshire's objectives, aims and reputation by applying your skills, expertise, knowledge, and contacts.

Members of the Board share these responsibilities while acting in the interest of Disability Nottinghamshire. Each Board of Director is expected to make recommendations based on their experience and vantage point in the community.

As a small charity, there will be times when the trustees will be asked to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

The Board of Trustees bear legal authority and responsibility for Disability Nottinghamshire.

What we are looking for:

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Terms of appointment

Terms of office:

- Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment:

The Trustee Board meets approximately once every six weeks for two hours. Currently meetings are held in person.