

# Trustee Role for Autism Hampshire

- ROLE TITLE:** Volunteer Trustee
- SALARY:** Unpaid. Expenses incurred while travelling to meetings
- HOURS:** Six board meetings a year. Additionally, trustees are invited to the AGM, Finance and Governance sub-committees, Business Reviews and other events.
- LOCATION:** Whiteley, Hampshire

## Overview

Trustees for Autism Hampshire must have a good knowledge of Autism and Neuro-Diversity and be committed to the Vision, Mission and Values of the Organisation

## Vision

It is our VISION to create a better future for people on the autism spectrum.

## Mission

It is our MISSION to create opportunities, challenge perceptions, enhance choices and provide high quality services to meet the diverse needs of people on the autism spectrum.

Through our understanding of autism and the impact it has on the individual, we work with people to help them develop skills and strategies to gain greater control over their lives.

## Values

Our Staff Values and Behaviours set out the way we expect all our staff to behave while working for Autism Hampshire.

Honest	Open and truthful
Empathetic	Understand feelings and be sympathetic
Approachable	Polite, respectful and caring
Respectful	Treat others as you would be like to be treated yourself.
Trustworthy	Dependable and consistent

The Values and Behaviours show how our staff demonstrate - through their behaviour - the our vision, aims and values.

### **The Charity's Act requirements**

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For Autism Hampshire the charity trustees are the board of directors known as the trustee board. The trustee board comprises:

- The Chair
- The treasurer
- Up to 8 Appointed Trustees

The trustee board appoints a vice chair, secretary and treasurer from among the trustees.

### **The role of the board of trustees**

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of Autism Hampshire. The trustee board must always act in the best interests of Autism Hampshire, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

### **Duties of a trustee board member is to ensure that:**

- Autism Hampshire complies with its governing documents, AH Articles of Association, charity law, company law and any other relevant legislation or regulations
- Autism Hampshire pursues its responsibilities as defined in its Governance Policy
- Autism Hampshire applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to Autism Hampshire, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of Autism Hampshire

- Autism Hampshire's financial stability is safeguarded..

In addition to the above statutory duties, each trustee should use their specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

### **Minimum time commitment**

Trustees are expected to attend an induction session at Autism Hampshire prior to their first board meeting.

Trustees are expected to attend all board meetings which are held six times a year in the evenings.

Trustees will be expected to attend Business Reviews/Sub committees which are in line with their knowledge/skill set.

### **CONFIDENTIALITY**

Maintain confidentiality for all areas of Autism Hampshire, its staff and work. The nature of work within care entrusts people with confidential information about individual Service Users and their families. Any breach of confidentiality may constitute gross misconduct and could lead to termination of employment.

This job description reflects present requirements of the Post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the Post Holder.

Trustee's using their own vehicle for work purposes will be required to demonstrate that they are maintained to a legal and safe standard and have Class 1 business use insurance cover as appropriate.

Signed:  
(Trustee)

Date:

Signed:  
(Chair)

Date:

## PERSON SPECIFICATION

### POSITION: VOLUNTEER TRUSTEE

Each trustee must have:

- Commitment to the mission of Autism Hampshire
- Willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- A willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team and to take decisions for the good of Autism Hampshire.

The board of trustees collectively needs skills and experience in the following areas:

<b>Skills and experience</b>	<b>Previous experience</b>	<b>Qualifications</b>
• financial management, income generation and enterprise	Finance	AAT/ Accountancy
• public policy and public affairs	Local Government	
• national and local voluntary sector	Volunteer sector	
• national and local government and statutory bodies	National Government	
• digital strategy	Information technology	
• trading subsidiaries and social enterprise	Charity Governance	
• human resource management	Human Resources	Chartered Institute of Personnel and Development membership
• volunteering management and brokerage	Volunteering	
• funding/foundations	Finance	
• collaborative partnerships	Business	
• social investment and impact	Investment	