



## Trustee Role Description

### About the Role

Improving Lives Plymouth is seeking committed and values-led trustees to join our Board. Trustees share collective responsibility for ensuring the charity is well-run, financially sustainable, legally compliant, and delivering meaningful public benefit.

Trustees provide strategic leadership, hold the Chief Executive Officer to account, and act as ambassadors for the charity, helping it to achieve its mission while remaining true to its values.

### Key Duties and Responsibilities

Trustees are expected to:

- Ensure the charity pursues its charitable objects as set out in the Articles of Association, by contributing to and agreeing the long-term strategy.
- Ensure compliance with charity law, company law, and other relevant legislation and regulation.
- Apply resources responsibly, ensuring funds are used only to further the charity's objectives and deliver public benefit.
- Oversee financial stability, including budgets, accounts, reserves, and investment policies.
- Monitor performance and impact, holding the executive team to account for delivery against agreed plans and outcomes.
- Safeguard the charity's reputation, values, and integrity.
- Ensure appropriate systems are in place for risk management, safeguarding, data protection, and health and safety.
- Appoint, support, and appraise the Chief Executive, and contribute to senior leadership succession planning.
- Declare and manage conflicts of interest in line with policy and the Articles.
- Contribute skills, knowledge, and experience to board discussions and, where appropriate, to board sub-groups or task-and-finish work.
- Act as an ambassador for Improving Lives Plymouth, supporting relationships, advocacy, and fundraising where appropriate.

## **Time Commitment**

Trustees are expected to attend:

- Four Trustee Board meetings per year
- One annual strategy / development session
- Occasional sub-group meetings, training, or events

Trustees should allow sufficient preparation time to read papers and contribute fully.

## **Person Specification**

Trustees will demonstrate:

- A strong commitment to Improving Lives Plymouth's mission and values
- Sound judgement, integrity, and strategic thinking
- Willingness to both support and constructively challenge
- Ability to work collaboratively as part of a diverse board
- Understanding of, or willingness to learn about, the legal duties of trustees
- Commitment to equality, diversity, inclusion, and lived-experience informed approaches
- Commitment to the [Nolan Principles of Public Life](#)

## **Skills and Experience**

We are particularly interested in trustees with experience in one or more of the following areas:

- Finance, audit, or risk
- Health, social care, or lived experience of disability or long-term conditions
- Governance or legal expertise
- Fundraising, income generation, or commissioning
- Digital, data, or communications

## **Term of Office**

Trustees are appointed for an initial three-year term and may be re-appointed, subject to board review and the needs of the charity.

In line with good governance practice, extended service is subject to enhanced review to ensure board effectiveness, independence, and renewal.

## **Trustee Expectations and Ways of Working**

- Trustees act collectively as a Board and do not have individual authority to act on behalf of the charity unless formally delegated.

- Trustees are expected to attend meetings regularly, prepare in advance by reading papers, and contribute actively to discussions.
- Trustees support and challenge the organisation through appropriate governance channels and do not become involved in the day-to-day management of services.
- Trustees are expected to undertake appropriate governance training and keep their knowledge and skills up to date.
- Trustees take personal responsibility for promoting a strong safeguarding culture and for raising concerns appropriately.
- Any work undertaken in sub-groups or working groups is accountable to the full Board.
- Trustees must maintain confidentiality and handle sensitive information responsibly, in line with data protection legislation and organisational policy.

### **Support and Induction**

All trustees receive a structured induction, access to training, and ongoing support. Reasonable expenses are reimbursed in line with policy.