

Norwood Ravenswood Trustee Role Description

Board of Trustees

Trustees are ultimately responsible for the management and administration of Norwood Ravenswood hereinafter referred to as “Norwood”. The current Board is composed of 10 Trustees.

Serving on the Board of Norwood offers Trustees a unique opportunity to support and help drive its cause. The position of Trustee on the Norwood Board is non-remunerative, and all the work that individual Trustees devote to the organization is done on an entirely voluntary basis.

Statutory duties of a Trustee

Norwood Ravenswood is a registered charity in the UK. Under charity law, Norwood Trustees have the ultimate responsibility for directing the affairs of Norwood, ensuring that it is solvent, well-run and delivering the charitable outcomes for which it was established. In law, the Board of Trustees of Norwood has three particular duties – compliance, care and prudence.

Key desirable skills

- Management – Strategic leadership and management within a medium-sized or large organisation.
- Stewardship and governance – Trusteeship in an organisation of similar or larger size, together with experience in the implementation of best practices in the UK.
- Specialist expertise – Any area of expertise relevant to Norwood such as social care, Jewish community living, human resources, finance, safeguarding, or organisational development.
- Public policy formulation and influencing techniques across the UK parliament and local assemblies.
- Influence and links with Jewish charity organisations.

Qualities

Norwood Trustees are expected to demonstrate all the following personal competencies and the capacity to apply these to the direction of a large and complex organisation:

- Commitment and ability to understand and accept the duties and liabilities of being a Trustee including empathy with the vision, mission and aims of Norwood.
- Strategic focus.

- Effective communication and teamworking.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on sensitive information.

Time commitment

The Board holds four board meetings annually. Trustees typically devote more time than just the quarterly board meetings; staying connected to the cause of Norwood through various commitments. Trustees are expected to serve on at least one Board sub-committee. Trustees whose current careers are not already steeped in social care issues often find it useful to spend time outside of the Board and Board Committee meetings, familiarising themselves with and staying abreast of current issues in the social care sector.

Board Members are also ‘ambassadors’ of Norwood. As such, from time to time they may be called upon to represent the organisation in forums taking place.

The responsibilities of Trustees include (but are not limited to):

- Approve and endorse the strategic direction for Norwood according to its vision, aims and strategies.
- Guide Norwood to achieve its aims most efficiently and effectively consistent with its organisational values and approach.
- Take ultimate responsibility for controlling the management and administration of Norwood.
- Monitor the context and operating environment in which Norwood works and address emerging issues that may impact on strategy, implementation of plans or reputation with key stakeholders.
- Ensure that the organisation functions within the legal and financial requirements of a company and registered charity including:
 - Submission of an Annual Return to the Charity Commission
 - Filing of an Annual Trustee Report and Accounts with Companies House.
- Ensure that the policies, plans and budgets of the organisation are in keeping with its aims.
- Approve annual budgets and multi-year budget projections, monitor progress against these and ensure that the organisation is managing cash flow and reserves prudently.

- Ensure that an ongoing risk assessment and management process is in place across the organisation that it is informing policies, procedures and plans, and that Trustees are updated on this and advised of any significant changes as they occur.
- Monitor and evaluate the progress of the organisation against its strategic aims, objectives and financial targets.
- Ensure that a register of fraud is held and made available to all Trustees and that serious fraud is reported to the Board as a whole and investigated.
- Employ and supervise a Chief Executive and delegate to him/her the management of the organisation.
- Provide advice and guidance in subject areas where the Trustee has expertise to the Board and Chief Executive where appropriate.
- Support the charity's Fundraising activities by identifying and cultivating relationships with potential donors, sponsors, and partners.