

THE HOSPITAL OF ST CROSS & ALMSHOUSE OF NOBLE POVERTY

Trustee – Role Description

Our trustees play a vital role in making sure that the Hospital of St Cross and Almshouse of Noble Poverty (St Cross) achieves its core purpose of appointing, and providing a residence for up to 25 elderly men (the Brothers) and their consorts in residence, as well as managing the landscape, historic buildings and chapel in its ownership.

They oversee the overall management and administration of the charity. They ensure that St Cross has a clear strategy and plan which are in line with the core purpose. Just as importantly, they support and challenge the executive team to enable St Cross to continue to achieve its mission.

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

Duties:

- Advise and help develop St Cross' core purpose, strategy, plan and activities.
 - St Cross requires Trustees be members of the Church of England
- Monitoring recruitment and wellbeing of the Brothers and Staff
- Approve operational policies, and monitor and evaluate their implementation.
- Oversee and help develop financial plans and budgets and monitor progress.
- Ensure the effective and efficient administration of St Cross
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve St Cross' financial statements.
- Provide support and challenge to the Clerk in the exercise of their delegated authority and affairs.
- Keep abreast of changes in St Cross' operating environment.
- Contribute to regular reviews of St Cross' own governance. Attend Board and Committee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect St Cross' interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of St Cross' purpose applying personal skills, expertise, knowledge and contacts.
- Respect for the ancient traditions of this 900 year old Almshouse

As a small charity, the trustees will need to be actively involved beyond Board meetings. This may include scrutinising and writing meeting papers, leading discussions, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise. It will also involve visits to St Cross from time to time – see “Time Commitment” section below.

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.

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 St Cross.
- Generosity of spirit: understanding our core purpose and to care about St Cross
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to ask questions and to participate actively in discussion.
- Good listening skills and willingness to engage with fellow Trustees, staff, Brothers and volunteers while always preserving Boardroom confidentiality
- A strong personal commitment to equity, diversity and inclusion.

- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a 5 year term of office, with renewal at the discretion of St Cross.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Trustees' meetings annually normally held at St Cross.
- Attending Committee meetings – generally nominated 2 Committees, each meeting 4 times a year
- Attending occasional away day meetings
- Optional Gaudy lunches – 3 times a year – a good opportunity to spend time with the Brothers
- As Visiting Trustee – you will usually be nominated 2 Brothers each year – minimum of two visits a year.
- Such other meetings and visits as shall be agreed

SPECIFIC SKILL REQUIREMENTS

Welfare

- Experienced Primary Health Care or Social Care professional (essential). Likely to be retired and may be a qualified medical practitioner.
- Experience of identifying and or treating early signs of mental health conditions helpful
- Able to offer empathetic support for matters relating to employees and Brothers.
- Experienced in Health & Safety and Safeguarding compliance helpful