



Role Description for the Trustees

Adopted by the Trustee Board
July 2015

Overview

The role of Trustees is to govern the charity. Trustees are responsible for the general control and management of the charity, ensuring that it is solvent, well run, and delivers the charitable outcomes for which it has been set up for the benefit of the public.

Duties and responsibilities:

1. To use reasonable care and skill as a Trustee of the HBA, drawing on professional and personal skills, knowledge and experience and/or securing external professional advice as needed to ensure that decision making by the Trustees is sound and that the HBA is well run with:
 - a. a clear vision, mission and strategic direction;
 - b. clear goals and targets; and
 - c. performance evaluated regularly.
2. To act with integrity and avoid (or, where appropriate, declare) any personal conflicts of interest or misuse of the HBA's funds or assets, including not benefiting personally from the position of Trustee (except as authorised by law and HBA's governing document).
3. To avoid activities that might place the HBA's assets, funds or reputation at undue risk (particularly when investing the HBA's funds or borrowing funds for the HBA to use).
4. To ensure that the HBA complies with its governing document, charity law, company law and any other relevant legislation or regulations, and in particular that the HBA pursues its objects as defined in its governing document.
5. To ensure the HBA remains solvent and uses its resources exclusively in pursuance of its objects; the HBA must not spend money on activities outside of its own objects, no matter how worthwhile or charitable those activities are.
6. To act in the best interest of the HBA, and its beneficiaries and future beneficiaries at all times, including keeping informed about the HBA's activities, and wider issues that affect its work.
7. To prepare for and attend Trustee Board and General Meetings and maintain confidentiality about all aspects of the Trustees' business, having regard to Trustees' legal obligations.
8. To represent the HBA at appropriate functions and meetings and safeguard the good name and values of the HBA, undertaking all duties in such a way as to add to public confidence and trust in the HBA.
9. To appoint and monitor the performance of volunteers and/or staff who oversee and undertake the day to day management and administration of the HBA.
10. To present Long Service awards to member stations and their volunteers, as requested by members and co-ordinated by the HBA President.

HBA - supporting Hospital Broadcasting in the UK

For more information see www.hbauk.com, e-mail info@hbauk.com, or call 0300 121 0500.

HBA is the trading name of the National Association of Hospital Broadcasting Organisations.
Registered in England and Wales as a company limited by guarantee (No. 2750147) and a charity (No. 1015501).
Registered Office: Avebury House, St Peter Street, Winchester, SO23 8BN

Role Description for the Trustees

Normal term of office:

3 years from election.

Time Commitment:

Trustees are expected to attend 6 Trustee Board meetings per year (third Saturday of January, March, May, July, September and November) in central London, to put in the necessary time (in the order of 6 – 8 hours) to scrutinise papers ahead of these meetings, and to participate in telephone/email discussions between meetings. In addition, Trustees are encouraged to take on additional management responsibilities, matched with their knowledge, skills, experience and interests, as their time allows.

Reporting structure:

The Trustees are jointly and severally responsible for the overall governance and strategic direction of the HBA.

Out of pocket expenses:

Reasonable “out of pocket” expenses will be reimbursed in accordance with HBA's expenses policy.

Person specification:

Individuals are sought who have a strong empathy with our mission to support and represent hospital broadcasters in the UK. Experience, skills, and expertise in any aspect of charity governance, and an interest in the NHS as well as the wider charity sector, combined with an in-depth understanding of our work and ambitions are particularly sought.

All Trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the HBA.

Experience:

Trustees should be able to demonstrate as many of the following as possible:

- successful experience of operating within a board in a charitable, public sector or commercial organisation;
- sound understanding of charity governance;
- demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives;
- good listening skills;
- a proven track record of sound judgement and effective decision making;
- a history of impartiality, fairness and the ability to respect confidences; and
- a track record of commitment to promoting equality and diversity.

Knowledge and skills:

Trustees should be able to show:

- commitment to the HBA, its objectives, and hospital broadcasting in general;
- self-motivation;
- a willingness to devote the necessary time and effort to their duties;
- preparedness to make unpopular recommendations, and a willingness to speak their mind;
- a willingness to be available to other Trustees and volunteers for advice and enquiries on an *ad hoc* basis;
- good, independent judgement and strategic vision;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- an ability and willingness to be an ambassador/advocate for the Charity, including through professional and/or personal networks; and
- an ability to work effectively as a member of a team.

Role Description for the Trustees

As far as is reasonably practicable the Trustees collectively should have between them, as a minimum, the following skills, knowledge and experience:

- understanding of the needs of the Charity's members;
- leadership skills;
- experience/understanding of the public sector, particularly the NHS;
- administration skills;
- finance skills and experience;
- experience of PR, communications, marketing and/or campaigning;
- experience of charity fundraising/income generation;
- understanding of customer service; and
- entrepreneurial/business skills.

As far as reasonably practicable the Trustees collectively should also have a fair balance of representation between the 4 nations of the UK (England, Northern Ireland, Scotland and Wales), recognising the different arrangements for the NHS in each country.