**Statement of the Roles and Responsibilities for Trustees**



Trustees of A Way Out will be appointed through the procedures set out in the governing document and will serve for a period of 3 years and may be re-appointed to serve as a Trustee for a further 3 years before standing down (however where appropriate the requirement to stand down may be put aside) .

All of those serving on the board must become Trustees of the Charity and members of the Company during the time they are members of the Board.

1. **Overall Responsibilities:**

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| **The duties of the Trustees:** |
| * fulfil responsibilities as required by the current Charities Act, Companies Act and all other legislation * appoint the CEO ensuring that the person appointed to this role has the necessary skills and abilities and resources to fulfil the role, which would include leading the staff team; * set and ensure maintenance of a framework of delegation and internal controls; * agree operational and governance policy and procedures for A Way Out and monitor the implementation of these; * develop, agree and monitor the delivery of a strategic plan to achieve the overall charitable objectives, including a financial plan, for the achievement of the overall charitable and business objectives; * receive, scrutinise and analyse regular financial reports and progress information provided by the CEO, accountant, auditor or sub-committees of the Board; * promote the interests of A Way Out within a wider network. |

1. The Trustees will appoint the Chairperson using the agreed job description and person specification for that appointment.
2. A Way Out requires that all Trustees should attend meetings of the Board and sub-committees on a regular basis and should ensure that notice and apologies are given if they are unable to attend for any reason whatsoever.
3. Trustees who fail to attend three meetings within one financial year may be asked to resign.
4. When appointing new Trustees, serious consideration will be given to the skills, knowledge and experience that will be brought to the Board of Trustees and appointments will be made against any gaps identified by the Board.
5. It is essential that Trustees understand the governance and management processes and can carry out their role both diligently and efficiently without becoming either a barrier to progress or over-stepping their responsibilities.
6. **Trustee Profile:**

In appointing new Trustees the Board of Trustees will be mindful of the following:

1. Trustees will endeavour to ensure that a range and mix of skills are represented at Board level along with a range of lived experience and that this will be taken into account when appointing new Trustees. Account will be taken of any gaps in skills and experience at Board level and this will guide the appointment process.
2. The skills and experience mix at Board level will be guided by:

* Skills and experience of working with or within issues of the Health Sector
* Experience of working in the voluntary sector
* Finance and accounting
* Commercial business management and development
* Personnel and HR
* Planning and strategic management
* Social policy and commissioning
* Legal and governance
* Safeguarding

1. The Trustees will strive to achieve a diverse Board that will reflect its equality and diversity policy.
2. In addition, it is expected that **all** Trustees will be able to demonstrate:

* a commitment and enthusiasm for the work of A Way Out;
* a commitment to equality and diversity;
* a commitment to work in the best interests of A Way Out at all times, to take part in the work of the Charity through involvement in sub-committees and by serving as an officer of the Board as required and agreed;
* a professional approach to the work of the Board and to the development of A Way Out.

1. Trustees will ideally have access to wider networks and will act in an ambassadorial role, representing A Way Out into that network.
2. **Timescales and Fees**
3. It is expected that fulfilling the role of Trustee will require the equivalent of approximately 6 days (12 half days) per year after induction.
4. The role of Trustee is voluntary although reasonable out-of-pocket expenses will be reimbursed according to the rates agreed by the Board.