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**LawCare Trustee Role Description**

The trustees are responsible for controlling the administration and management of LawCare. They ensure that LawCare’s income from donors is safeguarded and applied for the charitable purposes as set out in the objects of LawCare. The trustees must always act in the best interests of LawCare, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility. The trustees must act as a group and not as individuals.

**Statutory Duties of a Trustee**

**Compliance**

* Ensure that LawCare complies with its governing document, its Articles of Association, charity law, company law and other relevant legislation or regulations
* Ensure LawCare pursues its objects as defined in its governing document
* Ensure LawCare applies its resources exclusively in pursuance of its objects

**Strategy**

* Contribute actively to the board of trustee’s role in giving firm strategic direction to LawCare, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

**Governance**

* Safeguard the good name and values of LawCare
* Ensure effective and efficient administration of LawCare
* Ensure the financial stability of LawCare including approving annual budgets, monitoring progress against them and approving annual report and accounts
* Protect and manage the property of LawCare and to ensure proper investment of LawCare’s funds
* Appoint and support the Chief Executive and monitor his/her performance
* Recruit trustees with specific and relevant expertise

**Specific duties**

* Regularly attend and play an active part in board and committee meetings
* Scrutinise board and committee papers
* Use any specific skills, knowledge or experience to help the board reach sound decisions
* Support LawCare’s fundraising efforts

**Minimum time commitment**

Trustees are expected to attend all board meetings. Board meetings are held four times a year during normal office hours and last for approximately three and half hours. Occasionally one meeting will be allotted to strategic planning and can last a whole day. Meetings are usually in London but may take place in other locations occasionally.

Papers are distributed at least one week in advance of meetings.

Trustees can claim out of pocket expenses incurred in travelling to meetings or on other LawCare business.

Trustees are invited to LawCare events.

**Person specification**

* Commitment to the mission of LawCare and a willingness to devote the necessary time and effort to perform an effective role
* Strategic vision and an ability to think creatively
* Good, independent judgement
* Willingness to speak their mind
* Understanding of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team and to take decisions for the good of LawCare
* Tact, diplomacy, impartiality, fairness and the ability to respect confidences
* Good communication and interpersonal skills
* Adherence to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

**The Board collectively needs knowledge, skills and experience in:**

* Financial management and income generation
* Legal education, practice and regulation
* The common issues that affect the mental health and wellbeing of people in the legal community
* The perspectives of the main user groups of Law Care’s support

October 2022