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 they 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 their 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, campaigns and events.

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 may be held over zoom or in person in London. They may occasionally take place in other locations. 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:

- Income generation
- Legal education, practice and regulation
- Issues that affect the mental health and wellbeing of people in the legal community
- Management and supervision in the workplace
- Social mobility, inclusion and diversity
- Risk Management
- Perspectives of the users of LawCare's support
- Legal practice at the Bar

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