



KINGSTON CARERS' NETWORK

Improving the lives of carers in Kingston

Trustee - Role Details

Background:

Kingston Carers' Network (KCN) is a charity that supports carers in the Royal Borough of Kingston upon Thames. A carer is someone who is providing support, unpaid, to a friend or family member who has a physical illness, disability, ill mental health or substance misuse issues.

How you can help:

The trustee board is responsible for the governance of the organisation. In order to grow the support we offer carers, we are currently looking to strengthen the KCN trustee board with enthusiastic volunteers who can contribute time, experience and commitment.

Your role:

- To contribute actively in giving strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To ensure KCN complies with its constitution, charity law, company law and other relevant legislation/regulations
- To ensure that KCN pursues its charitable objects as defined in the constitution
- To ensure that KCN applies its resources exclusively in pursuance of its charitable objects
- To safeguard the good name and values of KCN, and to comply with the Code of Conduct for trustees
- To ensure the effective and efficient administration of KCN
- To ensure the financial stability of KCN
- To protect and manage the property of KCN, and to ensure the proper investment of the charity's funds
- To appoint and support the Director (CEO) and monitor his/her performance

Your responsibilities:

- To use your specific knowledge or experience to help the board of trustees reach sound decisions. This will involve scrutinising committee papers, leading discussions, focussing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the charity's work in which you have special expertise
- To be committed to at least one particular area of responsibility i.e. Young Carers/HR/Finance
- To promote KCN's values, objectives and initiatives at all appropriate opportunities

The qualities and attributes we are looking for:

- Empathy for caring and the role of unpaid carers
- A commitment to KCN
- Integrity
- An understanding and acceptance of the legal duties and responsibilities of trusteeship
- A willingness to devote the necessary effort to the duties of a trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively as a member of a team

Skills and experience:

We are currently looking for volunteers with skills/experience in one or more of the following areas:

- Fundraising
- Financial management
- Business development
- HR
- Setting targets, monitoring and evaluating performance and programmes in 'not-for-profit' organisations
- Legal matters
- Marketing and public relations
- Computers and I.T.
- Education & learning
- Quality standards

Time commitment:

- The board of trustees meet once a month – typically for 2 hours from 6.15 pm on Wednesday
- For continuity, we ask that you would be prepared to serve for a minimum of 3 years, subject to being re-elected/re-appointed

Location:

- Board meetings take place at our office at 418 Ewell Road, Tolworth. KT6 7HF

Feel inspired?

If you are interested in becoming a trustee, or would like to find out more, contact Pat or Jo at admin@kingstoncarers.org.uk or 020 3031 2757

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