



Vital change for spinal cord injury in Developing Countries

TRUSTEE PERSON SPECIFICATION

KEY SKILLS AND COMPETENCIES

- able to think strategically, creatively and for the long-term
- able to understand the difference between being strategic and operational
- knowledge of and able to carry out the core responsibilities of being a charity trustee (this will be covered in induction/further training)
- excellent interpersonal skills:
 - able to relate to people at all levels internally and externally, as an ambassador for Vitality
 - able to comment, challenge or question in a way that is helpful, supportive and constructive

QUALIFICATIONS AND EXPERIENCE

- a specific area(s) of expertise matching current organisational need. This always includes a need within the group for trustees with:
 - financial management skills
 - empathy and understanding of cultural differences relating to work in low income nations
 - experience in organisational leadership / governance
 - experience working in the voluntary sector
 - personal experience of spinal cord injury
 - experience of collaborative working with other organisations
 - access to networks of wealthy and/or influential people who can make a difference to Vitality
 - other specific areas of expertise as may be specified by the board from time to time

PERSONAL ATTRIBUTES

- integrity
- a demonstrable commitment to Vitality's aims and values
- self- starter, proactive, enthusiastic and conscientious
- team player, flexible and adaptable
- willingness to understand/hear about issues relating to SCI issues relating to low income nations

TIME COMMITMENT

- currently, board meetings 6 times a year, early evenings in north London
- one away-day per year
- fundraising sub-committee meetings (eg 4 times per year)
- prior to meetings – reading and absorbing information, reflecting, discussing by telephone
- follow up to meetings – reading and commenting on minutes, carrying out any agreed actions

RESTRICTIONS

- over 18
- not bankrupt
- subject to satisfactory references
- not excluded by Companies House or Charity Commission
- without conflicts of interest that would be so significant as to undermine the role in general



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|--------------------------|----------------------------------------------------|
| ROLE DESCRIPTION: | Company Secretary |
| REPORTS TO: | Chair of Trustee's |
| STAKEHOLDERS: | Trustees, Charities Commission and Companies House |

SUMMARY:

Vitality has embarked on a plan to provide sustainable carer training to people affected by SCI in low income nations. The Board aims to support the vision and mission of the organisation that will mean people with spinal cord injury can increase their life expectancy and quality of life.

Principle Role:

Vision and Mission

- To safeguard the vision, mission and values of Vitality
- To take big decisions about the future

Compliance, quality and effectiveness

- To liaise with the chair and founder to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To act as charity secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- To ensure that all meetings comply with the requirements of the governing document.

Compliance, quality and effectiveness

- To ensure the policies and procedures at Vitality support the vision and mission of the organisation. These should be in line with best practice.
- Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
- Acting as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document. Also, act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
- Ensure that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.
- Positively question and challenge assumptions at Board meetings.
- To manage/declare any personal conflicts of interest.
- To strive for best practice in governance, through proactive learning and development
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects and investment activities meet accepted standards and policies.