

Younger People with Dementia (Berkshire) CIO

Role Description for Human Resources Trustee

Overall Role of all Trustees

- With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice, maximum effectiveness and value for money.
- To take part in formulating and regularly reviewing the aims and strategies of the organisation.
- To ensure that the charity meets its obligations as an employer, adopting best practice at all times.
- To ensure that sufficient funds are available in order to maintain the service to users.

Governance

- Ensure compliance with Memorandum & Articles of Association, charity and company law and other relevant legislation and best practice.
- Monitor protection and management of charity property and proper investment of funds.
- Approve budgets and annual accounts and monitor the financial position of the organisation.

Formulating strategic aims

- Consider the best interests of the organisation as a whole and its beneficiaries.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts.
- Act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting all staff.

Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Attend meetings of the trustees and any committees, subcommittees or groups.
- Take part in training sessions provided for the benefit of the trustees.
- Fulfil other such duties and assignments as may be required from time to time by the trustee body.

Specific to H.R. Trustee

- Oversee the H.R. affairs of the organisation ensuring the organisation is aware of any employment law requirements and is acting within accepted employment practices.
- Support the organisation to assess areas of H.R. and employment law risk and develop strategies to manage the risk.

- Ensure the Board of Trustees monitor and review the performance of the Charity's Director, rewards performance accordingly and identifies appropriate development opportunities.
- To review and provide guidance and advice on contractual documentation.
- To provide training to other Board of Trustee members and staff in relevant areas
- Contribute to policy setting, strategic direction, goal and target setting and evaluate performance.

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H.R. Trustee Qualities

- Experience of performance management, H.R. and employment law issues and implementation.
- Be in possession of a relevant H.R. qualification and membership of CIPD.
- Willing to actively participate in discussions concerning the needs of the organisation's clients, staff and board of Trustees.
- Commitment to the Charity's aims and objectives.
- Good independent judgement and an open-minded approach to new ideas.
- Be effective as a team member and demonstrate a willingness to learn and develop.
- Experience of providing H.R. support and advice (to a charity would be desirable but not essential)
- Ability to develop and review H.R. policy documents and contractual documents.
- Interest in the Charitable or Voluntary sector.