

Healthwatch Bolton Trustee Role Description

Purpose: The Trustees of VOICE local (Healthwatch Bolton) (HWB) are responsible for the governance of the organisation and have overall and collective responsibility for setting the strategic plan and direction and ensuring the effective governance and management of Healthwatch Bolton.

Main Duties:

- To ensure that HWB complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that HWB pursues its objects as defined in its governing document
- To ensure that HWB uses its resources exclusively in pursuance of its objects
- To contribute actively to the Trustees role in giving firm strategic direction to HWB, setting overall policy, developing workplans and evaluating performance against agreed targets
- To safeguard the good name and values of the HWB
- To ensure the financial stability of the HWB
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To attend, prepare for and take part in full board meetings and other relevant sub-committee meetings

Other Duties:

- Ensuring the effective and efficient administration of HWB
- Supporting the development of HWB through participation in agreed projects
- Actively seeking to further the strategic objectives of HWB and acting in the best interests of the Healthwatch Bolton at all times
- Representing HWB as agreed by the Board
- Maintaining confidentiality about any sensitive or confidential information received in the course of duties as Trustee

Skills, knowledge and experience:

- Effective communication and interpersonal skills
- Willingness to participate actively in discussions
- Negotiating and influencing skills
- Commitment to the aims, principles and policies of HWB including the code of conduct
- Willingness and ability to act in the best interests of HWB
- Ability to understand and accept responsibilities as a trustee and employer
- Ability to think creatively and strategically and to exercise good independent judgement
- Ability to work as part of a team
- Willingness to act in accordance with Nolan's seven principles of public life: integrity, objectivity, accountability, openness, honesty and leadership.

Specialist skill sets:

We welcome Trustees from a range of different backgrounds and with knowledge of areas including, but not limited to: finance, human resources, voluntary sector management, public services, premises management, fundraising, research, marketing, IT, advice and guidance.