

TRUSTEE ROLE DESCRIPTION

Reporting to: Chair of HIGN

Our Purpose

Our purpose is to help Secure the future of hospice care

Our Values

We Act with Integrity - we are a diverse and *inclusive* organisation that respects and values difference and welcomes all hospice income generation colleagues. We always put our members and their hospices at the centre of our decisions.

We are Professional – we always strive to be the number one umbrella organisation for those working in hospice income generation, facilitating personal development and supporting sustainable income

We are Strategic – we look forward and work with our members and other key professionals to ensure that hospice care is available for generations to come.

We are Together - this is a team effort. We always look out for one another. We have empathy, we know we're all human, and know we can't do any of this alone.

Accountability & Responsibilities of Trustees:

- Ensuring that the organisation pursues its stated objectives (purpose), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objectives (i.e. the charity must not spend money on activities that are not included in its own objectives, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation and robust accounting of the charitable funds
- Following proper and formal arrangements for the appointment of other Trustees and volunteers of the organisation

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- Ensuring due diligence when working with partner organisations, vetting accounts and records. Also ensuring a formal contract is drawn up for each

Main Purpose of the Role

- 1.1 To represent the views of the Membership of their region at the Board Meetings.
- 1.2 To disseminate information from the Trust board to the Membership in their region via Member meetings.
- 1.3 To promote networking and mutual support between Members in their region.
- 1.4 Each region has two representatives who divide the duties between them, as mutually agreed.
- 1.5 To ensure awareness of what is happening in the hospice movement in general.

Regional representation

- 2.1 Organise, set the agenda for, chair and fix venues for regular member meetings (at least 3 times per year) in the region, to which all members are invited.
- 2.2 Ensure the member meetings are interesting and informative. The agenda may vary, but typically should include information from the Trust Board, a mutually supportive training/workshop session from either external speakers and/or fellow members sharing best practice. The day will also include sessions from at least one platinum sponsor and encourage feedback from members to take to Board Meetings.
- 2.3 Foster an open and mutually supportive culture amongst members in order to make hospice fundraising as effective as possible.
- 2.4 Encourage all hospice fundraisers within the region to join the Association and assist HIGN's membership secretary to collect annual subscriptions and keep up to date records. Contacting members and dealing with responses.
- 2.5 Promote and advise on HIGN and Hospice UK training and educational programmes and highlight the benefits of subsidised training to members. Be a conduit for members training needs and issues.
- 2.6 Recruit new members to HIGN by encouraging participation/take-up by non-member fundraisers/hospices within each region.
- 2.7 To promote hospice fundraising issues and opinions to regional media outlets.

Duties

- 3.1 Attend all Board meetings, not missing more than 2 in any 4 without good reason, as determined by the Chair.

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- 3.2 Represent the views of their region at Board meetings.
- 3.3 Contribute to the HIGN website, particularly in relation to regional matters and information, particularly dates of meeting and content.
- 3.4 Contribute to the planning, implementation and smooth running of the annual national conference including attendance and agreeing the forward planning of future events. Promotion of conference to regional members.
- 3.5 Contribute to the sound financial management of the Association by reviewing income and expenditure on a quarterly basis, administering HIGN monies and making responsible decisions regarding budgetary planning for meetings and as a collective Board.
- 3.5 Undertake responsibility for specific duties, as mutually decided by the Board and support other Trustees in their specific responsibilities and areas of special interest.
- 3.6 Support the Chair in their duties.

Specific Duties

- 4.1 Responsibility of own particular role within the Board, eg
 - a. Chair
 - b. Treasurer/Finance
 - c. Company Secretary
 - d. Partners
 - f. Education and Training
 - g. Membership
 - h. Marketing

General Duties

- 5.1 To conform to the HIGN Code of Conduct.
- 5.2 To advance the education and training of fundraisers in the hospice movement.
- 5.3 To maintain and improve professional standards of fundraising.
- 5.4 To support the work of charitable hospices.
- 5.5 To support the achievement of the aims of HIGN.
- 5.6 To abide by and promote to members the HIGN bye laws.
- 5.7 To maintain good relations with other organisations which support the hospice movement.
- 5.8 To advise on any training issues or needs particularly relevant to hospice fundraising.

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5.9 To assist in the constant updating/development of the association including regular updates for the web site.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to HIGNs Vision, Mission and Values