

Trustee Role Description

What is the role of LUPUS UK's Trustees?

Our Trustees play a vital role in ensuring that LUPUS UK achieves its aims and objectives, setting a clear strategy that aligns with our vision.

The Board of Trustees is made up of up to twelve people, three of whom are Officers with additional responsibilities (Chair, Vice-Chair and Treasurer).

The Board works closely with the Chief Executive in delivering the strategy and ensuring the charity meets all of its legal and financial obligations.

Some Trustees of LUPUS UK may have other volunteer roles within the charity such as being involved with a [Regional Group](#) or [fundraising](#) for the charity.

What are the duties of a LUPUS UK Trustee?

- Ensure that LUPUS UK pursues its stated purpose (Objects) as defined in its Constitution, maintaining its vision, mission and values.
- Ensure that LUPUS UK complies with its Constitution, charity law and any other relevant legislation or regulations.
- Ensure that the charity is accountable to its stakeholders and general public.
- Develop and agree a long-term strategy, that will allow the charity to achieve its purpose, and monitor and evaluate performance against agreed targets and goals.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of LUPUS UK. This would include reviewing and approving the financial statements and ensuring the appropriate use of resources.
- Identify and document key risks, and monitor and control them effectively to ensure these are mitigated or minimised.
- Safeguard the good name and values of LUPUS UK. Be a good ambassador for the charity.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive, holding them to account for the management and administration of LUPUS UK.
- Develop and ensure that all employment policies and procedures are in place and adhered to.

- Stay up to date with any changes in LUPUS UK's external environment that may impact the charity.
- Ensure you have enough knowledge to make balanced and informed decisions on the charity's behalf considering both the long- and short-term.
- There will be times when the trustees will need to be involved beyond Board Meetings, for example, representing the charity at both internal and external events

Person specification

- A commitment to LUPUS UK.
- 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, where appropriate, and challenge decisions and process in a constructive manner.
- 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 Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Expected behaviours

- Attend Board Meetings.
- Attend National Council Meetings.
- Attend Committee Meetings (if they have volunteered to serve on a Committee).
- Attend any extraordinary meetings in addition to the above.
- Be prepared for meetings by reading any papers supplied in advance.
- Make appropriate contributions during meetings.
- Make informed decisions in the best interest of the charity.
- Agree to adhere to the collective responsibility of the Board and abide by majority decisions.
- Agree to follow the Trustee Code of Conduct.
- Read the Chief Executive's weekly State of Play report.

Eligibility

To be a Trustee of LUPUS UK you must:

1. Be aged 18 or over
2. Not be disqualified from acting as a Trustee under the Charities Act. Reasons for disqualification include:
 - a. Disqualified as a company director.
 - b. Have an unspent conviction for an offence involving dishonesty or deception (e.g. fraud).
 - c. Are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors.
 - d. Have been removed as a Trustee of any charity by the Commission (or the court) because of misconduct or mismanagement.
 - e. Are on the sex offenders' register.

Terms of appointment

- Trustees are typically appointed for a three-year term of office, with the possibility of renewal for up to two further terms to a maximum of nine years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- **Attendance at four full-day Board Meetings annually.**
At present two meetings are held virtually and two meetings are hybrid.
- **Attendance at two full-day National Council Meetings annually.**
At present one meeting is held virtually and one meeting is hybrid.
- **Attendance at any other meetings.**
E.g. strategy/planning meetings.
- **Read regular updates from the Chief Executive.**
- **Respond to periodic emails.**

Committee membership

Membership of any committee is voluntary, and most meetings are held virtually.

Current LUPUS UK Trustee Committees include:

- **Welfare Committee**
To review Welfare Fund applications and grant awards.
- **Equity, Diversity and Inclusion Committee**
Developing LUPUS UK's Equality, Diversity and Inclusion policies and procedures to protect the rights of staff, volunteers, and beneficiaries.
- **Finance and Resources Committee**
Review the Risk Register, improve financial reporting, ensure compliance with GDPR and oversee safeguarding.