



Trustee of the Friends of the Yeatman Hospital Role Description

Purpose of the Role

The Friends of the Yeatman Hospital is a charity governed by the Executive Committee is made up of 11 Trustees and additional Advisors. Trustees are responsible for all decisions and hold the right to vote on all proposals. Advisors are present to make recommendations and help guide and advise Trustees. All Trustees and Advisors must be a Friend of the Yeatman Hospital.

The Officers on the Executive Committee include a President, Chairman, Vice-Chairman, Hon Treasurer, and Hon Secretary. They are elected annually. Trustees are elected for a three-year term and can serve a total of three terms. Advisors are appointed by the Trustees to bring specific talents/skills/perspective to the Executive Committee.

Current Advisors include

- Yeatman Matron
- North Dorset Locality Manager
- Sherborne Medical Forum
- Sherborne Town Council
- Local Patient Participation Group
- Special Projects
- IT/Computer Support
- Webmaster
- Administrator

Executive Committee meetings are held four times a year on the first Tuesday of the month (March, June, September, and December) Meeting usually occur in person at the Yeatman Hospital but can also be held virtually.

There are three sub-committees for which the membership is drawn from the Executive Committee. These are

- Strategy Sub-Committee (Chaired by the Friend's Chairman)
- Governance Sub-Committee (Chaired by the Hon Secretary)
- Marketing and Communications Sub-Committee (Chaired by a Trustee)

The Statutory Duties of a Trustee:

Trustees are responsible for the work the of the Friends and have a number of statutory duties including

- Ensuring that the Friends of the Yeatman Hospital complies with our Constitution, charity law, company law and any other relevant legislation and regulations
- Ensuring that we pursues our charitable objects as defined in our Constitution
- Make sure we uses our resources exclusively in pursuit of these objects for the benefit of the public
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets
- Safeguarding the good name and values of the Friends of the Yeatman Hospital
- Ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- Ensure the financial stability of the charity
- Protecting and managing the assets of the Friends and to ensure the proper investment of the charity's funds
- Following proper arrangements for the appointment, supervision, support, and appraisal and of the Chairman.

The Role of a Friends Trustee:

Being a Trustee of the Friends of the Yeatman Hospital will require you to

- Work with fellow Trustees and Advisors to shape, drive and monitor the Friend's strategy
- Prepare for and participate fully in Executive Committee meetings
- Act reasonably in decision making and leadership of the organisation
- Ensure the proper management and administration of the charity
- Use any specific skills, knowledge or experience you have to help the Executive Committee reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise
- Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects
- Promote the work of the Friends externally
- Participate in Sub-Committees
- Manage risks with a considered, proportionate, and balanced approach
- Support the charities Chairman
- Ensure that the Friend's values and the principles are upheld in the delivery of its objectives.

Personal experience, skills, and qualities

The Friends seeks to appoint a Trustee who:

- Is committed to the organisation and has sufficient time and willingness to contribute effectively to Executive Committee proceedings
- Is able to work effectively as a member of a team
- Is willing to speak up and can remain independent of any influence from another organisation or individual
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- Is able to make quick and sound decisions based on an analysis of information presented to them
- Is aware of developments in the voluntary sector and areas of interest to the Friends
- Can manage risks with a balanced and informed approach
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Application of the "Nolan Committee's seven principles of public life": selflessness, integrity, objectivity, accountability, openness, honesty, and leadership <https://www.gov.uk/government/publications/the-7-principles-of-public-life>