



Trustee – Dumfries and Galloway Advocacy Service

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	Head Office - 9 Church Crescent, Dumfries, DG1 1DF
Time commitment:	Up to 10 Board meetings per year as well as any other Sub-Committees of which you are a member
Reporting to	Board of Trustees and Company Secretary

Job Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Dumfries and Galloway Advocacy Service fulfils its duty to its beneficiaries and delivers on our objectives, mission statement and principles and standards.

Objectives

Our current objectives are:

- Delivering independent advocacy for clients through Generic, Mental Health and Learning Disability
- Working collaboratively with services across our region and other advocacy services across Scotland

Mission Statement

- We are a values based organisation focused on delivering issue based advocacy that is independent, confidential and accessible to all who experience vulnerability
- We support and promote the development of high standards and principles in independent advocacy at a local and a national level, in partnership with, and independently of, other organisations
- We defend the rights of those in most need to services and to inclusion in the planning of those services, and we work towards empowering them to take part, and also influence service providers to listen to those that use their services

Principles and Standards

All our advocacy services are delivered with reference to:

- Our own mission statement and values
- The principles and standards for independent advocacy
- Agreements with Funders and Purchasers
- Policies and Procedures that apply to the delivery of our services

- The Law
- OSCR registration
- Suitable organisational accreditation schemes

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document – known as our Articles and Memorandums
- To ensure that the organisation pursues its objectives as defined in its governing document
- To 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
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To appoint the Chief Executive Officer and monitor his or her performance

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the charity’s governance is of the highest possible standard

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.