

**Role:**  Board Trustee (Care Sector Lead)

**Pay:** N/A

**Location:** Richmond / Remotely

**Start date:** Summer 2021

**Time commitment:** Approximately half a day a month

**About My Life Films**

My Life Films is an award-winning charity that uses filmmaking to improve the lives of people living with dementia, through life-story filmmaking and video services including My Life TV.

My Life Films is seeking an experienced care sector leader to join the Board of Trustees and bring expertise to the board regarding care providers, care homes and social care services, joining fellow trustees with expertise in dementia and mental health across the NHS and academic research.

**Overview**

The Board of Trustees is the governing body of My Life Films and is ultimately accountable for everything it does. The Trustees must act in the best interests of the charity and its beneficiaries and exercise a duty of care as a prudent person of business would.

The fundamental role of the Trustee is to ensure that the organisation is well managed and to ensure that the day to day management and operational matters are delegated as appropriate within the My Life Film team.

The single main purpose for the Board is to provide strategic direction to the organisation. It is the duty of the Board of Trustees to safeguard the long-term future of the charity and deal with governance matters. Governance is about ensuring My Life Films has a clear, shared vision of its aims, objectives and goals, clarity on what it is aiming to achieve and how it will go about doing it.

The main role of the Trustees is:

* To determine My Life Film’s vision, mission, purpose, aims and values
* To develop and agree its strategic plan
* To develop and agree its priorities and delivery of them
* To oversee the organisation’s policies and ensure that all activities are within the law
* To ensure accountability as required by law and to others such as employees, volunteers, beneficiaries, donors etc
* To ensure that My Life Film functions within the legal and financial requirements of a charitable company, is accountable and strives to achieve best practice
* To ensure that its property, assets and resources are managed effectively
* To agree the overall budget and monitor overall financial performance, ensuring the proper use of the charity's funds in pursuance of its objects
* To provide leadership in the area of safeguarding
* To monitor My Life Films’ reserves and accumulated funds
* To appoint the Director and monitor her/his performance
* To promote My Life Films and enhances its reputation by being a good ambassador

We are committed to inclusion and representation and would particularly welcome applications from people from Black, Asian and Minority Ethnic backgrounds.

**Role description and person specification**

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| Post |  |
| Role title | Trustee. My Life Films (Marketing) |
| Location | Richmond |
| Director | Monika Lang |
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| Role Profile |  |
| Purpose of Role | As a Trustee, the commitment and energy you display will make a direct difference to My Life Films and everyone we work with. The Trustees have ultimate responsibility for the overall governance of the Charity, its property, finances and the employment of any staff or volunteers alongside our Director.  You will bring your skills and energy to supporting our work including our strategy and future plans, develop our aims, objectives and goals as well as making policy decisions. You will also ensure that it’s accountable to its beneficiaries, regulators and the public in general.  You won’t be on your own, you will be joining a team of Trustees, each of whom brings their own unique skills and experience. |
| Time Commitment | Every Trustee is expected to prepare for and participate in regular Board meetings (4 per annum each lasting 3 hours) and may be asked to serve on a board committee or working group.  Trustees are also expected to attend an annual Strategy Day and an annual Director Appraisal/Objective-setting meeting.  You may also be asked to attend events or support staff with certain projects, initiatives or areas in which you may have specialist skills, knowledge or experience.  The time commitment is roughly 0.5 days per month. |
| Eligibility | Only persons are aged 18 years or more may serve on the Board. |
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| Responsibilities |  |
| Duty of Compliance | To ensure that My Life Films complies with its governing document, law and other relevant legislation or regulations.  To ensure that My Life Films prepares reports on what it has achieved and annual returns and accounts as required by law.  To ensure that My Life Films does not breach any of the requirements or rules set out in its governing document and it remains true to the charitable purpose and objectives set out there.  To ensure that My Life Films applies its resources exclusively in pursuance of its objectives  Act with integrity and avoid any personal conflicts of interest or misuse of funds and assets. |
| Duty of Care | Use reasonable care and skill in the role as Trustee, using skills and experience as needed to ensure that My Life Films is well-run and efficient.  Consider getting external professional advice on all matters where there may be material risk to My Life Films or where Trustees may be in breach of their duties. |
| Duty of Prudence | Ensure that My Life Films is, and will remain, solvent and has due regard to its reserves policy  To ensure that My Life Films applies its resources exclusively in pursuance of its objectives.  Avoid undertaking activities that might place My Life Films assets, funds or reputation at undue risk.  To safeguard the good name and values of My Life Films and to comply with the Code of Conduct for Trustees |
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| Key Duties |  |
| Strategic Direction | To ensure that My Life Films has a clear vision, mission, set of values and strategy, and that there is a common understanding of these by Trustees, staff, freelance filmmakers and volunteers.  To contribute actively to the Board's role in giving firm strategic direction to the organization, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.  Operational plans and budgets and the fundraising strategy support the vision, mission and strategy. |
| Performance  Management | To ensure that My Life Films measures its impact and progress towards its strategic objectives.  To hold the to account for the management and administration of the charity.  To ensure that the Director receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer-term objectives.  To ensure that My Life Films’ values are understood and put into practice by Trustees, staff, filmmakers and volunteers.  To ensure that My Life Films has effective employment policies and processes in place, to recruit, train and develop staff and volunteers. |
| Prudent Management of  Assets | To ensure that My Life Films’ legal, financial and regulatory obligations are met and that there are adequate financial controls in place.  To monitor the financial position of the organization and ensuring that it operates within its means and objectives, and that there are clear lines of accountability for day-to-day financial management.  To act reasonably and prudently in all matters relating to My Life Films and always in the interests of My Life Films.  To ensure that intangible assets such as organizational knowledge and expertise, intellectual property, My Life Films’ brand, good name and reputation are recognized, used and safeguarded.  To ensure that major risks to My Life Films are regularly identified and reviewed and systems are in place to mitigate or minimize these risks. |
| Good Governance | To ensure that My Life Films has a governance structure that is appropriate to a charity of its size/complexity, stage of development, its charitable objects, and reflects the diversity of its beneficiaries.  To ensure that Board decisions are recorded in writing by means of Minutes.  To ensure that the responsibilities delegated to the Director are clearly expressed and understood, and directions given to him/her come from the Board as a whole.  To ensure that the Board regularly reviews My Life Films’ governance structure and its own performance.  To ensure that major decisions and policies are made by the Trustees acting collectively.  To ensure that there is systematic, open and fair process for recruitment of Trustees, subject to the charity’s governing rules.  To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to achieve appropriate advice, information and training.  To ensure that the Trustees have a Code of Conduct and comply with it, and that there are mechanisms for the removal of Trustees who do not abide by the Code of Conduct. |
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| Person Specification | |
| Management | Experience in a senior role in the care sector, gaining the experience required to understand and steer My Life Film’s work with care homes and social care in a way that delivers to the needs of service users.  This trustee will also lead on My Life Film’s engagement with the staff, volunteers, service users and carers in the care sector. |
| Commitment | Ability to understand and accept the legal duties, responsibilities and liabilities of being a Trustee.  Commitment to equal opportunities, inclusion and the aims and values of My Life Films  A willingness and ability to devote the necessary time and effort. |
| Focus | Ability to think creatively and strategically, and exercise good, independent judgement  Ability to think creatively  Ability to keep mission-focused  Ability to analyze and evaluate management information and other evidence  Willingness to listen and learn |
| Communication | Ability to communicate clearly and sensitively and to take an active part in discussions  Ability to influence and engage and work effectively in a group  Willing to express their own opinion in a reasoned way, while also listening to the views of others  Ability to challenge constructively and ask questions appropriately |
| Accountability | Ability to exercise sound and independent judgment  Willingness to make and stand by collective decisions, including those which may be unpopular  Ability to manage difficult and/or challenging situations and ability to maintain confidentiality on confidential and/or sensitive information |