**The Ayrshire Hospice**

**Role Description – Hospice Trustee/ Director**

Hospice Directors have a legal duty, individually and collectively, to act in the best interests of The Ayrshire Hospice at all times, and to the benefit of present and future beneficiaries, in accordance with the Memorandum and Articles of Association.

Directors are equally responsible in law for the actions and decisions of the Hospice Board and have equal status as trustees and directors of the company. The term Trustee is used most frequently in common use across the Hospice to describe a Hospice Director.

**Duties of Hospice Directors**

* Accept the collective responsibilities of the Hospice Board (as outlined in its terms of reference)
* Uphold the values and objectives ofThe Ayrshire Hospice.
* Safeguard the good name of The Ayrshire Hospice and promote its work.
* Give adequate time and energy to the duties of being a Hospice Director as can be reasonably expected based on individual circumstance.
* Attend, scrutinise papers and contribute to decision-making at Board meetings.
* Lead or be a member of sub-committees and *ad hoc* working groups within Ayrshire Hospice, as requested by the Chair.
* Use specific skills, knowledge or experience to help the Board reach sound decisions and to offer guidance in the determination of policy and planning.
* Act on behalf of the Board, or on the business of the Ayrshire Hospice, only with proper authority from the Board.
* When delegated a specific role by the Board, be mindful that ultimate responsibility for the function of that role rests with the Board as a whole.
* Take care to balance the responsibilities of any delegated role with the wider responsibilities of a Hospice Director.
* Act with integrity and exercise the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person.
* Act personally, not as a representative of any group or organisation, and remain independent.
* Do not personally profit from their position and avoid or declare any personal conflicts of interest.

1. **Liability of Hospice Directors, as Company Members (extracted from the Articles of Association)**

* The liability of members is limited.
* Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £5.

1. **Person Specification**

* Commitment to, interest in and understanding of the aims of The Ayrshire Hospice and of the community it serves
* Relevant personal and/or professional skills, knowledge and experience which can contribute to the work of the Board
* Ability to think creatively
* Ability to work effectively as a member of a team
* Ability to share sound, evidence based, independent judgement
* Willingness to offer insightful opinion or constructive criticism where needed
* Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

1. **Additional Factors**

The Hospice Board seeks through its membership to be a balanced representation of the Ayrshire community.

1. **Induction**

All Trustees/Directors will be expected to participate in a comprehensive induction program within the first six months of taking up their role

1. **Review**

Hospice Directors will participate in an individual review of their role in the Board with the Chair or Vice-Chair of the Board, every eighteen months.