



## **Every Parent & Child**

### **Trustee Role Description**

Every Parent & Child (EPC) is a well-known and respected local charity that provides much-needed services to children, young people and families. We are valued by families, professionals and other voluntary organisations for the expert and timely advice, practical help and emotional support that we give to families.

Our mission is to enable London children and young people, particularly those with Special Educational Needs and/or Disability, to thrive and succeed in education, within their families and in the community, and to improve their life chances.

Our vision is for EPC to be the recognised and trusted organisation representing the voice and aspirations of all London children and young people and supporting them in fulfilment of our mission.

The recruitment of new trustees (also known as directors) comes at an exciting time for the organisation. Following its success in delivering service in the London Borough of Enfield, the charity is now growing and expanding its offer across north London. As a trustee, you will work closely with your Board and the CEO to steer the organisation through and beyond this new phase of its development. We are open to applicants from the private, public and voluntary sectors with particular experience in:

- **Fundraising and donor relationship management**
- **Developing Corporate relations/supporters**
- **Charity Governance**
- **Charity finance, and**
- **Developing Young People's services.**

## **The responsibilities of a trustee (director) are:**

- To ensure that the organisation complies with charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation complies with and pursues its objects as defined in its governing documents (i.e. memorandum and articles of association, trust deed, constitution).
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of directors' 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 ethos of the organisation.
- To ensure the financial stability of the organisation.
- To appoint the Chief Executive Officer and monitor his/her performance.
- In addition to the above statutory duties, each director should use any specific skills, knowledge or experience s/he has to help the Board of directors reach sound decisions and further the objectives of the organisation. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives or using contacts and resources to promote the organisation.

It is expected that trustees will attend meetings of the Board, in person or virtually, at least four times a year.