

Trustee Role Description – Legal Trustee

About Alzheimer's & Dementia Support Services

We are a Kent-based charity dedicated to supporting people affected by dementia. We empower people affected by dementia to carry on their chosen lifestyle. We equip people with the care, knowledge, and practical support to live with dementia.

Purpose

Our purpose is to give people affected by dementia the knowledge, support and care they need to take back control of their lives, take part in family and community life and manage their symptoms.

Vision

Everyone living with dementia, in Kent and Medway, gets the support they need to live the life they want.

Mission

Too many people affected by dementia do not get the vital social care, support, and guidance they need. We use our person-centred experience of dementia to define and implement social care services, from diagnosis to end of life, that reduce the devastating impact the disease can have.

Values

We believe:

- That everyone's **rights and dignity** should be promoted.
- In being **person-centred** and focused on people's **abilities**.
- In being **inclusive** and embracing everyone in our community.
- In **working together** to deliver excellence in the information, support, and services we provide.
- In being **caring** and **compassionate** in all we do.
- In acting with **integrity** and **honesty** at all times.

The role

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing its aims, objectives and goals in accordance with the governing documents, and legal and regulatory guidelines. The Board takes ultimate legal and financial responsibility for the charity and helps ensure it uses its resources wisely to have a positive impact on people affected by dementia, today and in the future.

The Legal Trustee will participate in all areas of the charity's governance but take a special interest in the legal implications of the strategy and

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governance. The Legal Trustee will not be an expert in all legal matters but will use their sound legal training and experience to support with the Board's understanding and interpretation. Having a sound understanding of data protection law would be an advantage, but not essential.

Responsibilities

- Support the Board and the Senior Leadership team in interpreting and following current charity, health and safety, property, and employment law by using legal knowledge and training, or signposting to external support where required.
- Support the strategic delivery of the charity's contractual obligations. Ensure the charity is carrying out its charitable aims and working for the benefit of people affected by dementia.
- Contribute actively to the Board of Trustees, giving strategic direction to the charity, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- Ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Understand and highlight the risks the charity may face, and ensure appropriate mitigations are put in place.
- Help the charity to identify appropriate opportunities, funding streams and partnerships that will support it in meeting its objectives, vision and strategy.
- Ensure operational plans and budgets enable the charity to meet its objectives, vision and strategy.
- Act in the charity's best interests.
- Safeguard the good name and values of the charity.
- Support with the appointment of the Chief Executive Officer, where applicable, and monitor their performance.

Other

- Provide strategic guidance and leadership that is creative and original.
- Participate fully in Board meetings in a manner that is in line with the charity's values but ensures professional debate and challenge.
- Proactively seek out new partnerships and relationships that will enable the charity to fulfil its mission and objectives.
- Ensure policies and procedures are in place to ensure the charity's activities are effective, efficient, legal and ethical.
- Sit on appraisal, recruitment, exit and disciplinary panels as required.

Skills/qualifications

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The legal Trustee will be a practising or non-practising solicitor, legal executive, barrister or have other equivalent legal experience in the areas of charity law, health and safety, property and/or employment law would be an advantage but is not essential.

Time commitment

Trustees are required to attend monthly Board, Committee and Advisory Group meetings, and to prepare for these meetings by reading the required reports and agendas. The Board meeting takes place quarterly and it is expected that all Trustees attend in person. Committee and Advisory Group meetings are held virtually in months where there is no Board meeting. All monthly meetings are held in the evening.

Trustees are also asked to attend the AGM, two annual training days and other ad hoc engagements to build their own knowledge and support the running of the charity.

How to apply

If you are interested in this role, please send a CV and covering letter to:

Maria Cronin

Info@alz-dem.org

01474 533990

Alzheimer's & Dementia Support Services, Safeharbour, Coldharbour Road, Northfleet, Kent, DA11 8AE