

**Framework of Responsibilities**

**Volunteer Role:** Trustee

**Responsible To:** Chair of the Board of Trustee

**Main purpose of role:** To ensure that WIRED complies with its governing documents, charity law, company law and any other relevant legislation, duties or regulations. To meet the requirements of the role of Trustee as set out in the governing documents.

**Principal Accountabilities:   
  
1. Governance**

* 1. Responsible for overseeing the control of the organisations management and administration
  2. Ensuring that Wired meets all legal duties and responsibilities as required and in line with the organisational mission and ethos
  3. Responsible for ensuring that the organisations income and property are used only for the purposes set out in the governing document and to act in the organisations best interests.

1. **Leadership**
   1. To provide strategic leadership and direction to WIRED in meeting its philosophy, objectives and strategies, within its charitable objectives
   2. Provide leadership to the Chief Executive, maintaining a climate that attracts, retains and motivates both staff and volunteers
   3. Ensure that WIRED has a long term strategy to enable it to achieve its objectives
   4. To have oversight of organisational and contractual targets and performance
   5. To develop and set overall policy within the organisation's philosophy and that they meet all legal duties and responsibilities. Ensure polices are consistent and implemented throughout the organisation
   6. Ensure the financial stability of WIRED and that this is monitored
   7. Undertake appropriate training to ensure your Continued Personal Development as a Trustee
   8. Approach relationships with the WIRED Chief Executive, staff team and volunteers in a proactive and appropriate manner
2. **Managing the organisation**
   1. To appoint and manage a Chief Executive who is responsible for the management and administration of WIRED in the execution of the Board of Trustees' polices and decisions.
   2. Review and evaluate the performance of the Chief Executive against agreed objectives and targets.
   3. Ensure the efficient administration of the organisation
   4. Agree the remuneration and conditions for all staff
3. **Communication** 
   1. To promote and represent the interests of the organisation within the whole community.
   2. Seek to influence and support the development of effective services for disadvantaged people with disabilities
   3. Promote the needs of the organisation using the appropriate media
   4. Maintain good working relationships with all stakeholders.
   5. Ensure that the views of disadvantaged people have the opportunity to influence the strategic aims and services provided by the organisation
4. **Meetings**
   1. You should attend general meetings and the AGM as notified. If you are unable to attend you must offer apologies and these will be minuted. Failure to attend three consecutive meetings without offering apologies could terminate your Trustee position.
   2. You may be invited to lead/contribute to small working parties outside of the general meetings and AGM. This is optional.