

Trustee Role Description – Finance

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 knowledge and practical support to live with dementia.

Purpose

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.

Vision

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

Mission

Our mission 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.

Values

We believe:

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

The role

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

Responsibilities

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- To support the Joint Treasurer to ensure the Board of Trustees and the charity fulfils its financial responsibilities.
- To support the CEO and Joint Treasurer to ensure the charity has proper systems for budgeting, financial control and reporting.
- To help the Board of Trustees to interpret financial information and to make financial decisions.
- To support with ensuring the charity has a long term financial plan and has sustainable funding streams.
- Ensure the charity is carrying out its charitable aims and working for the benefit of people affected by dementia.
- Ensure that the organisation complies with charity law, company law, employment law, health and safety and any other relevant legislation or regulations.
- Ensures that adequate resources are secured to fulfil the strategic goals of the organisation, this includes fundraising.
- Ensure that the organisation applies its resources exclusively in pursuance of its objects.
- Contribute actively to the Board of Trustees' giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- Act in the organisation's best interest.
- Safeguarding the good name and values of the organisation.
- Support with the appointment of the Chief Executive Officer and monitor their performance.

Other

- Provide strategic guidance and leadership that is creative and original.
- To participate fully in Board meetings in a manner that is in-line with the organisational 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 the policies and procedures are in place to ensure the organisations activities are effective, efficient, legal and ethical.
- To sit on appraisal, recruitment, exit and disciplinary panels as required.

Time commitment

There is an expectation that trustees will make themselves available on a monthly basis for the evening Board of Trustee meeting or sub-committee meetings (as well as the time needed to read the required reports and agendas), the Annual General Meeting, an annual training day and any other ad hoc requirements to support the running of the charity. It is not necessary to attend all meetings in person as remote access is possible.

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How to apply

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

Katie Antill

Chief Executive Officer

Katie.antill@alz-dem.org 01474 533990

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