



## Share Community: Trustee Role Description

### Background

Share Community is an independent charity which is based in Wandsworth and Lambeth, supporting adults with a learning disability, autistic adults, and adults with mental health needs from across South London. The charity was founded in 1972 by a group of disabled people, and our service users and their families continue to have a strong voice in how our services are delivered.

Share works with disabled people who need extra support to achieve their potential and realise their dreams and aspirations. Our aim is to work with our students so that they live more independently, take control of their own physical and mental wellbeing, and make choices about all aspects of their lives. We provide a variety of programmes, activities and accredited qualifications at our four sites, and in the community, to achieve our aim.

### Our Vision

To live in a world where disabled adults are genuinely valued and included, can make choices and have the freedom to achieve their ambitions.

### Our Mission

To provide a safe, empowering and progressive experience where disabled adults can develop their skills, wellbeing and purpose to enable them to live happier, healthier and more independent lives.

### Our Values

We're inclusive, supportive and ambitious and work with kindness, integrity and respect.

### Who are the Charity's Trustees?

According to the Charity Commission, 'Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do.' Trustees are the people who lead the charity and decide how it is run.

At Share these people are our 'Trustees', and the charity's governing body is called the 'Board of Trustees'. They are also directors of Share, which is a company limited by guarantee as well as a registered charity.

The Share Board of Trustees includes the following specific officer roles, all appointed by the trustees themselves:

- The Chair
- The Treasurer

You can [read about our trustees here](#).

## The role of the Board of Trustees

The role of Share's Board of Trustees is to oversee the running of the charity, providing support and challenge to the Senior Leadership Team, and to ensure that the organisation makes the best use of its resources in pursuit of Share's charitable objectives.

## Who we want to join our Board

### Representation

Share believes strongly that diversity of thought and experience directly contributes to better organisational outcomes, and that the composition of the Charity's leadership should be reflective of the diversity of Share's student body.

Share is therefore particularly keen to encourage applications for Trustee roles from groups currently under represented on the Board, including people who have lived experience of disability or supporting someone with a disability, and those from minoritised ethnic backgrounds.

Trustees must be eligible under charity law and companies law to stand as charity trustees and company directors.

### Person specification

Successful applicants will join an established Board supported by an experienced Senior Leadership Team.

We are particularly looking for people with skills / experience in the following areas:

**Lived Experience** – we believe the leadership of the charity should better reflect the communities we serve. As such, we are keen to encourage applicants with lived experience of disability, or of supporting someone with a disability.

**Finance** – we’re seeking someone with strong financial credentials, ideally a Chartered Accountant, who will join Share’s Finance Committee. This trustee will work closely with Share’s Treasurer, and will be supported by Share’s Chief Finance & Operating Officer.

**Human Resources** – we’re looking for someone with a professional background in HR who will join our HR & Safety Committee. This trustee will be supported by Share’s Head of People & Culture.

Every trustee must have:

- A commitment to living Share’s values
- Willingness to meet the minimum time commitment
- A desire to learn about the organisation and its students and carers
- The ability to work effectively as a member of a team and to take decisions for the good of Share
- The ability to be a good ambassador for the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

## The Trustee Role

First and foremost, the role of our Trustees is to work alongside fellow Trustees and Share’s management team to deliver positive change for adults with learning disabilities.

You will join a diverse, high-performing team of committed professionals who live Share’s values and have an ambition to make a positive difference.

Share is a warm and supportive organisation, but also one where we value people feeling they can speak their mind and offer constructive challenge.

## Key responsibilities

Trustees have a number of responsibilities enshrined in law. These include:

1. To ensure that Share complies with its governing document (its Articles of Association), charity law and other relevant legislation or regulations.
2. To act in Share’s best interests.
3. To manage Share’s resources responsibly.
4. To act with reasonable care and skill when carrying out Trustee duties.
5. To ensure that Share complies with statutory accounting and reporting Requirements.

In addition to above statutory duties, each trustee should use any specific skills, knowledge and experience they have to help the Board of Trustees to reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new

initiatives, and evaluating or offering advice on other areas in relation to which the trustee has knowledge or expertise.

## Time commitment from trustees

Trustees are expected to attend:

- Sessions agreed as part of each trustee's personalised induction programme.
- Bimonthly board meetings, held at 17.30-19.30 on Tuesdays in person at Share's site at Altenburg Gardens, Clapham Junction.
- Ad hoc training sessions to develop their understanding of Share/ skills in Trusteeship
- Two board away afternoons per year, dedicated to strategic planning and held in South London.

There is an expectation that every trustee will become a member of one of the sub-committees through which Share's Board of Trustees oversees different aspects of the charity's activities. Each sub-committee is chaired by a trustee and has a variable number of other trustees in attendance. Currently our three sub-committees are:

- Finance and Risk
- HR and Safety
- Quality and Impact

Trustees are also invited to attend Share's various events which may include our Summer Party and Annual Student Awards.

Board meetings are held in person and sub-committee meetings are held virtually. We are keen to encourage participation from a wide and diverse trustee group, and aim to accommodate and welcome Trustees with specific needs.

## Commitment from Share

Whilst this is an unpaid, voluntary role, any out-of-pocket expenses will be reimbursed, including costs associated with providing care for dependents to facilitate attendance at meetings.

Share will also provide training and professional development opportunities for successful applicants.

It is not necessary to have previous board level experience, as a personalised induction programme, training, support and mentorship will be provided.

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