



SEND the Right Message
Registered Charity 1193572

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 Ground Floor
320D High Road, Benfleet,
Essex, SS7 5HB

TRUSTEE ROLE DESCRIPTION

The objects of SEND The Right Message (STRM) are:

For the public benefit, the relief of neurodivergent and disabled children, young people and adults and their parents or carers in Essex and Southend, in particular, but not exclusively, by:

Providing support services, assistance, information, activities, and training programs;

Relieving financial hardship;

Creating opportunities for respite breaks;

Promoting social inclusion and raising awareness and acceptance;

Developing and promoting innovative and early interventions for the health and well-being of beneficiaries.

Role Description for STRM Trustee

Report to: The Chair of Trustees

Our trustees play a vital role in ensuring that SEND The Right Message (STRM) achieves its core purpose. They oversee the charity's overall management and administration. They also ensure that STRM has a clear strategy and that our work and goals align with our vision. Just as importantly, they support and challenge the executive team to enable STRM to grow and thrive and, through this, achieve our mission.

Board members have a collective responsibility, which means that trustees always act as a group and not as individuals. Specific Trustee roles are available for Chair, Vice Chair, and other specialisms.

Duties:

- Support and provide advice on STRM's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee STRM's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve STRM's financial statements.

- Provide support and challenge to STRM's CEO in exercising their delegated authority and affairs.
- Keep abreast of changes in STRM's operating environment.
- Contribute to regular reviews of STRM's governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect STRM's interests, excluding their own personal and/or any third-party interests.
- Contribute to the broader promotion of STRM's objectives, aims, and reputation by applying your skills, expertise, knowledge, and contacts.

[As a small charity, there will be times when the trustees must be actively involved beyond Board meetings. This may include scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.]

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role and who will broaden the diversity of thinking on our board.

[You do not need previous governance experience – we will provide a full induction and training.]

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and act in the organisation's best interests.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- This is a voluntary position, but reasonable expenses are reimbursed.



Time commitment

Attending four Board meetings annually.

Currently, meetings are held remotely and in person.

Membership

The members of the CIO shall be its charity trustees. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

Further information:

Ad hoc and occasional support through working groups and/or support to the executive team.

To promote the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders.



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