



NCT trustees: A job description

THE NATIONAL CHILDBIRTH TRUST

A ROLE DESCRIPTION FOR TRUSTEES

The duties of a Trustee of the National Childbirth Trust are:

1. To ensure that the NCT complies with its memorandum and articles of association, charity law, company law and any other relevant legislation or regulations
2. To ensure that the NCT pursues its charitable objects as defined in its memorandum of association, which are:
 - to preserve and protect the mental and physical health of pregnant women by, but not exclusively, the provision of physical, emotional and practical support during pregnancy and childbirth;
 - to preserve and protect the mental and physical health of parents and their children during the postnatal period; and
 - to advance the education of the public including healthcare professionals in childbirth and parenthood.
3. To ensure the charity applies its resources exclusively in pursuance of its objects, ie the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the NCT
6. To ensure the effective and efficient administration of the NCT
7. To ensure the financial stability of the NCT
8. To protect and manage the property of the NCT to ensure the proper investment of the NCT's funds
9. To appoint the Chief Executive and monitor her or his performance
10. To be willing to serve on at least one Board Committee
11. To actively seek and represent views of constituents at meetings of Board of Trustees
12. In addition to the above duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board of Trustees on new initiatives, or other issues relevant to the area of the NCT's work in which the Trustee has special expertise

TRUSTEE OF THE NATIONAL CHILDBIRTH TRUST

PERSON SPECIFICATION

Each Trustee must have:

- a commitment to the NCT
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team

The Board of Trustees will need to develop, if they do not already have them, skills and experience in at least one of the following areas:

- setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- financial management
- the type of work being done by the NCT
- legal matters
- fundraising
- recruitment and personnel management, including a knowledge of employment legislation
- public relations
- marketing
- computers and information technology
- campaigning