

## Trustee Role Description

The role of a trustee is to share the Board's collective responsibility for the effective governance and leadership of the charity, setting our strategic direction and major policies in accordance with our objectives, vision, mission and values.

### Purpose of the Role

Epilepsy Action (registered as the British Epilepsy Association) is both a registered charity and a company limited by guarantee. As such, trustees are both charity trustees and company directors and have the statutory and legal duties which these roles impose.

This is a voluntary (unpaid) role with a three-year term of office, renewable for up to two consecutive terms.

You need to be able to commit approximately 6–12 days per year, including:

- Four Board meetings per annum, plus meeting preparation
- Subcommittee meetings (if applicable)
- Strategy days, training, and occasional events

Meetings are a combination of hybrid and fully remote, with an annual in-person meeting in September in Leeds. Overnight accommodation will be booked for trustees and travelling expenses reimbursed for in-person meetings.

### Key Duties and Responsibilities

All trustees share collective responsibility for the following:

#### Governance and Compliance

- Ensure the charity complies with its governing document, charity law, company law, and relevant regulation.
- Act in the best interests of the charity and its beneficiaries at all times.
- Maintain high standards of integrity, accountability, and transparency.
- Safeguard the charity's reputation and values.

#### Strategy and Leadership

- Contribute to setting and reviewing the charity's vision, mission, and long-term strategy.
- Support and challenge the executive leadership constructively.
- Monitor performance against agreed strategic objectives and impact measures.

#### Financial Oversight

- Ensure the charity's finances are properly managed and financially viable.
- Review and approve budgets, accounts, and financial controls.
- Ensure appropriate systems are in place for risk management and internal control.

#### Risk and Safeguarding

- Identify and oversee the management of strategic, operational, financial, and reputational risks.

- Ensure robust safeguarding policies and practices are in place to protect beneficiaries, staff, and volunteers.

## **Advocacy and Ambassadorship**

- Act as an ambassador for the charity, promoting its work and values.
- Use personal networks and influence to support the charity where appropriate (e.g. partnerships, fundraising, profile raising).

## **Diversity, Equity and Inclusion (DEI)**

- Actively promote and embed DEI in board discussions, decision-making, and organisational strategy, ensuring the charity is fair, inclusive, and accessible to all.

## **Person Specification**

### **Essential Criteria**

- Commitment to the charity's mission, values, and beneficiaries.
- Understanding of, or willingness to learn, the duties and responsibilities of a charity trustee.
- Strategic thinking and sound independent judgement.
- Ability to work collaboratively as part of a Board.
- Willingness to prepare for and actively participate in meetings.
- High standards of integrity and professionalism.

### **Desirable Criteria**

Experience or knowledge in one or more of the following areas:

- Health or social care (clinical, public health, or service delivery)
- Lived experience relevant to the charity's cause
- Finance, audit, or risk
- Legal or regulatory compliance
- Fundraising, income generation, or commissioning
- Digital, data, or technology
- Organisational development and DEI
- Previous board or governance experience (charity or nonprofit).

### **Eligibility**

- Must be eligible to serve as a charity trustee under relevant charity law.
- Must be aged 18 or over
- Will be required to complete a declaration of interests
- Must be willing to undergo an enhanced criminal records check in line with the organisations policy on the recruitment of ex-offenders

### **Support and Induction**

The charity will provide:

- A structured induction programme
- Access to key documents and policies
- Ongoing training and development opportunities
- Support from the Chair, Board, and the executive team