**Duration of Role**

# Trustees will be appointed for a term of three years, renewable once, further at the discretion of the other trustees.

# ROLE DESCRIPTION FOR A TRUSTEE OF THE LEWY BODY SOCIETY

The duties of a trustee are as follows.

* Ensuring that The Lewy Body Society pursues its stated objects (purposes), as defined in its governing document.
* Ensuring that the organisation complies with its governing document (ie its constitution, charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity
* Promote and publicise the society’s work, acting as an ambassador for the organization at all times
* Maintain confidentiality on sensitive and confidential information gained as a trustee

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have, to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## Person specification

* A commitment to The Lewy Body Society
* A willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team