

Trustee Role Description

This role description is designed to give you an idea of what being a Trustee for the Helena Kennedy Foundation (HKF) will involve. It briefly highlights the commitments, skills, and benefits you can expect from taking up the role.

Role: Trustee for the Helena Kennedy Foundation	
Your interests: <ul style="list-style-type: none"> To want to help provide support to HKF students To give something back to students who have faced challenging situations 	Time Commitment: <ul style="list-style-type: none"> Initially for one term of five years which is renewable for a second term Preparation for and full participation in board meetings (three per year) Participating in the annual House of Lords student awards event
Who can be involved? <ul style="list-style-type: none"> Anyone interested in the work of the charity Anyone who can provide experience that will enhance the operation of HKF 	How much it will cost you: <ul style="list-style-type: none"> Absolutely nothing but your time Any travel expenses will be covered (on production of receipts)
Your main contacts will be: Founder and Chair of HKF	
Director of HKF	
What you will be doing: <ul style="list-style-type: none"> Helping to ensure that HKF has a clear vision, mission and strategic direction Taking responsibility for the performance of HKF and for its corporate behaviour Ensuring that HKF complies with legal, regulatory and financial requirements and that corporate governance is of the highest standard Acting as guardian of the assets of HKF, tangible and intangible Providing advocacy for and fundraising on behalf of the Foundation Being given the opportunity to be part of the selection process for new award winners 	What skills and values you will need: <ul style="list-style-type: none"> Commitment to the purpose, objectives and values of the Helena Kennedy Foundation Proven experience of working strategically and assimilating and analysing information quickly in order to debate complex issues at the highest level Experienced team worker Understanding of the environment in which the Foundation operates Proven ability in influencing and advocacy Understanding of, and adherence to, the Nolan principles of standards in public life
How you will do it: <ul style="list-style-type: none"> Participation in Board meetings Being a member of a Board sub-committee as required and appropriate Occasionally travelling within the UK to represent HKF and its activities with stakeholders and potential funders 	
Benefits: <ul style="list-style-type: none"> The opportunity to influence the policy and strategic direction of the charity Helping to support the lives of students who have faced considerable challenges 	Training and support: <ul style="list-style-type: none"> You will have contact with the Director of HKF who can guide you in charity procedures
How to apply: Submit the application form, a full curriculum vitae and an equal opportunities monitoring form The appointment process is overseen by a panel chaired by Dr. Ann Limb	
Website: www.hkf.org.uk	