



Steel Bones helps amputee families live life to the full, helped by a proactive supportive peer community. The support we provide empowers the amputee and their family and friends helping in moments of stress and crisis. Steel Bones has a year round calendar of regular social events for amputees and their families. Passionate about inspiring the next generation and the wider public to be fully inclusive, Steel Bones provides engaging awareness workshops for primary schools and publishes children's books featuring amputee families in settings familiar to all readers, young and old.

Steel Bones is community-based and demand-led; it provides direct support where there is a geographical or service need and provides advice, guidance or signposting to relevant services to help amputee families navigate the complex, and often confusing, amputee support landscape. Our telephone support service, the Bones Line, our website and online community help support amputee families across England and Wales, while our local, volunteer-led, Steel Bones' hubs work on the ground with amputee families in their own communities.

Trustee Role Description

Our trustees play a vital role in making sure that Steel Bones achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Steel Bones has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Steel Bones to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Steel Bones's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Steel Bones'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 Steel Bones's financial statements.
- Provide support and challenge to Steel Bones's Director in the exercise of their delegated authority and affairs.

- Keep abreast of changes in Steel Bones' operating environment.
- Contribute to regular reviews of Steel Bones' own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Steel Bones' interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Steel Bones' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve 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.

Planning

- Approve the organisation's mission statement and review the performance in achieving it
- Annually assess the changing environment and approve the organisation's one-year plan
- Annually review and approve the organisation's one-year strategy
- Review and approve the organisation's five year financial goals
- Annually review and approve the organisation's budget
- Approve major policies

Organisation

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward and if necessary or desirable, change the Director of the organisation.
- Regularly discuss with the Director matters that are of concern to him/her or to the Committee
- Be assured that management succession is being properly provided
- Be assured that the organisational strength and staffing is equal to the requirements of the long range goals
- Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

Operations

- Review the results achieved by the voluntary team in relation to the organisation's aims and objectives, annual and long range goals and the performance of similar projects
- Be certain that the financial structure of the organisation is adequate for its current needs and its long-range strategy
- Provide candid and constructive criticism, advice, comments and praise
- Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.

Audit

- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations

- Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation

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 to act in the best interests of the organisation.
- 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

- Trustees are appointed for a 3 year term of office
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person at a Thetford venue and are generally about 2 hours long.

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team. We are just beginning to start establishing working parties for certain projects which. Currently there is a Finance Committee, Celebration Day Committee and NHS Communications working Party.