

Role Description for Non-Executive Director of Every-One

Role summary:

The Non-Executive Director (NED, aka as trustee or Board Member) is a key role in supporting the governance of EVERY-ONE. The NED contributes to a supportive environment for effective collaboration on governance, communication, engagement & decision-making, promoting better short-, medium- & long-term organisational resilience & sustainability.

The right governance infrastructure for EVERY-ONE will also mean that carers and the people they care for will more easily be able to fully engage and participate in the development, planning and delivery of local innovative solutions.

Main Outcomes:

1. To ensure EVERY-ONE is carrying out its purpose
2. To ensure the Board complies with its Governing Documents
3. To ensure everyone is aware of, commits to their personal accountability & acts in the best interest of the organisation
4. To ensure EVERY-ONE's resources are used responsibly
5. To act with reasonable care & skill

Specific Tasks:

- Prepare for & attend monthly Board Meetings
- To be familiar with EVERY-ONE's Mem & Arts
- To contribute knowledge, insights & networks to ensure well-informed decisions
- To support the Chair & CEO in their role, and highlight any real or perceived areas of risk

Values and Behaviours:

- ❖ Acts with tact, integrity & diplomacy
- ❖ Listens to and is respectful of the views of others
- ❖ Offers positive & constructive challenge where required
- ❖ Communicates openly and transparently
- ❖ Possesses relevant knowledge the organisation can benefit from
- ❖ Has a clear understanding of confidentiality

Please also refer to:

- ❖ Every-One Mem & Arts
- ❖ Every-One Policy Manual
- ❖ [The Essential Trustee](#), Charity Commission Leaflet

To help you stay up-to-date, please also visit:

- ❖ [NCVO Website](#)