Trustee

Role Description – November 2024

Health. Inclusion. Innovation.

Overview

Role Title:	Trustee (up to three roles available, depending on candidates).
Specialisation:	One Trustee is sought with skills and experience in **Human Resources and Operational Management**. One Trustee is sought with skills and experience in **Communications**. One Trustee is sought with skills and experience in **International Development**.
Remuneration:	The Trustee role is voluntary and not accompanied by financial remuneration. Reasonable expenses will be covered (for example, reasonable travel expenses required to attend meetings and supporting necessary child-care expenses).
Time Commitment:	Four Board meetings per year lasting for 2 hours and 30 minutes, usually starting at 16.30hrs. One full day meeting held at Lepra's offices in Colchester. Other Board meetings may be called as and when necessary. Trustees are expected to attend all Board meetings. In addition, it is expected that Trustees will also be appointed to one of Lepra's Committees. These are the Audit, Finance and Risk (AFR) Committee, the Fundraising and Communications Committee (FCS), and the Technical Advisory Committee (TAC). These committees meet in the period before each Board meeting or exceptionally, as required, and usually last for two hours. Trustees should also expect some email and phone contact between Board meetings. There is also a nominations committee which meets occasionally when appointments are required.
Terms:	The appointment is for an initial three years with the possibility of re-appointment for two additional terms of three years each.
Reporting to:	Chair of the Board

Background

Lepra has been working for a world free from prejudice and disability due to leprosy since 1924 and has an imperative to support people affected by leprosy and lymphatic filariasis (LF). We are grounded in three core principles: we are secular, people-centred, and evidence-led. These principles underly all our work across a spectrum of care and support, which encompasses our three strategic areas:

1. **Health:** systems strengthening, service delivery, access to services;
2. **Inclusion:** stigma and discrimination, empowerment, quality of life and wellbeing;
3. **Innovation:** research, innovation and technology.

We have a strong, established body of work and track record in the two countries where we work – India and Bangladesh. In India we work closely with our sister Indian charity, LEPRA Society, and their Chair is a member of Lepra's Board.

Our twin track approach sees us working with and through health systems and services and in partnership with persons affected by leprosy and LF.

In 2024, Lepra is celebrating its Centenary, and we have used this landmark as a launchpad for our new Global Strategy for 2024-2030, jointly developed with the LEPRA Society of India. Our new strategy guides us in our efforts to accelerate progress towards the global elimination targets for leprosy and LF by 2030 and our vision of a world free from leprosy and LF.

Role Context

Trustees have ultimate responsibility for the goals, strategy and work of Lepra and our performance in how we use our assets to achieve our aims.

The Trustees are legally responsible for ensuring that Lepra complies with all legal standards in those countries where we work. In the UK, for example, these are set by the Charity Commission of England, the Fundraising Regulator, the Foreign and Commonwealth and Development Office (FCDO), Companies House and Parliament.

The Trustees of Lepra accept the Nolan principles of public life in their dealings as Trustees of Lepra, being selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustee Responsibilities

→ To ensure that Lepra UK complies with all applicable regulation and legislation;

→ To ensure the safeguarding of people who come into contact with Lepra whether in the UK or overseas;

→ To ensure that Lepra UK exclusively uses its resources in pursuit of its stated objects;

→ To actively contribute to the Board of Trustees' role in giving strategic direction to the organisation, setting strategic policy, defining goals and setting targets, budgets and evaluating performance;

→ To safeguard the good name and values of Lepra UK;

→ Trustees are expected to use any specific skills, knowledge or experience they have to help the Board reach sound decisions;

- To ensure the effective and efficient administration of Lepra UK;
- To ensure the financial stability of Lepra UK;
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- Board papers are provided 7 days before Board meetings and Trustees are expected to have read and understood the papers prior to meetings;
- From time to time, you may be invited to take a particular interest in an area of the work of Lepra where support and advice to staff is valuable. Trustees are encouraged to respond positively to such requests;
- All Trustees need to declare any conflicts of interest, potential or actual, to ensure that at all times they act in the best interests of Lepra UK;
- Be prepared to act as an external ambassador for the mission, vision, and values of Lepra UK;
- When required, to participate when the Board appoints the Chief Executive and monitors their performance.

Other Requirements

- Trustees are always expected to act in the best interests of Lepra UK;
- Trustees are expected to use any specific skills, knowledge, or experience that they have to help the Board reach sound decisions;
- Trustees to join as requested a committee and / or advisory group;
- To represent Lepra UK at events and functions where they may meet potential funders, influencers, beneficiaries and supporters.

Available Support

- New Trustees will undergo a formal induction process where they will be introduced to their responsibilities, the work of Lepra UK, the legal structure, managing documents, finances and operational activities;
- All Trustees are given the opportunity to attend relevant training courses organised or facilitated by Lepra UK;
- Trustees will be provided with sufficient information to keep them up to date with their legal and fiscal requirements. Trustees will also have access to any necessary professional advice that is required to assist them in fulfilling their responsibilities;
- In partnership with the Chief Executive and Senior Leadership Team, Trustees have access to information that is relevant to the discharge of their duties.

Trustee Liability

- All Lepra Trustees must make themselves familiar with Charity Commission of England's documents CC3 ,'The Essential Trustee' and the 'Guidance on Vicarious Liability of a Charity or our Trustees, February 2017'. Although Lepra UK has insurance and we are charitable company limited by guarantee, these do not minimise or detract in any way from the guidance offered in these documents.

Essential Trustee Skills and Experience

Trustees must be able to show that they:

- → Are committed to the organisation and have an interest in leprosy and LF;
- → Have strategic vision;
- → Have good, independent judgement;
- → Have the ability to think creatively;
- → Are willing to voice their opinions clearly and diplomatically;
- → Have the ability to work effectively as a member of a team;
- → Can understand and to accept the legal duties, responsibilities, and liabilities of Trusteeship; and,
- → Are willing actively to support the Lepra UK fundraising programme including attending events and networking as occasionally requested.

Desirable Skills and Experience

- → Knowledge of operating in India and / or Bangladesh;
- → Knowledge of leprosy, LF and / or Neglected Tropical Diseases (NTDs);
- → Knowledge of healthcare in general;
- → Linkages and networks that may be beneficial, including with such membership organisations as Rotary International or the Lions Club.

Desirable skills for the Human Resources (HR) and Operational Management Trustee:

- → Senior experience, preferably in an international development or a UK charity setting of overseeing HR and operations;
- → Professional qualification in HR, finance, business administration or a relevant field;
- → Good financial skills.

Desirable skills for the Communications Trustee:

- → Senior experience, preferably in an international development or charity setting of leading and supporting good communications for awareness raising and advocacy for social causes;
- → Professional qualification in journalism, marketing and communications or relevant field.

Desirable skills for the International Development Trustee:

- → Senior experience in international development in either technical or leadership roles;
- → Up-to-date knowledge of international development trends and priorities.