

## **Dementia Friendly Keighley - Trustee Board: Person Specification**

Ideally, but not essentially, we are looking for someone who lives in or around Keighley who is already familiar with other relevant organisations (statutory, business, and voluntary) and our local communities, to support taking DFK partnership working forward.

Our ideal trustee will have some experience of working within a Board or staff team. They will have the ability to think both strategically and creatively to further the aims of the organisation whilst bringing an objective and critical viewpoint.

In addition, our ideal candidate would have:

- An interest, through personal or professional experience of dementia, in improving support, services and life outcomes for people living with dementia their carers and families;
- An understanding of the charitable sector and the financial opportunities and challenges associated with this sector;
- Confidence to understand the work of, and inspire, volunteers both at Board and organization level
- An understanding of community development and the importance of engaging local communities in the work of DFK;
- The ability to be a positive advocate for DFK;
- A commitment to the aims and objectives of DFK and promoting the best interests of the communities we serve, and all the organisation's stakeholders, staff, and volunteers;
- An understanding of the legal duties, responsibilities, and liabilities of Trusteeship, or is willing to undergo initial training to ensure understanding of these duties in accordance with Charity Commission requirements;
- The ability to work effectively as part of a team, whilst contributing an independent perspective and strong leadership;
- Possess integrity, objectivity, accountability, honesty;

- The ability to give the time and effort, as needed, to fulfil the duties of a trustee.
  - The applicant must be legally eligible to be a Trustee of a Charitable Incorporated Organization. (<https://www.gov.uk/guidance/charity-trustee-whats-involved#before-you-start---make-sure-you-are-eligible>)
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### **Statutory Duties of a Charitable Incorporated Organisation Trustee**

- To ensure Dementia Friendly Keighley complies with its governing document.
  - To ensure DFK applies its resources exclusively in pursuance of its objectives so that money is not spent on activities not included in its own objectives.
  - To have an enthusiasm for the work of DFK and the time and commitment to carry out the duties of Board member.
  - To safeguard the good name and values of DFK.
  - To ensure effective and efficient administration of DFK.
  - To ensure financial stability of DFK.
  - To ensure DFK has a clear vision, mission and strategic direction and is focused on achieving its objectives.
  - To ensure that DFK complies with all legal and regulatory requirements, including the legal requirements of the Charity Commission and ensuring compliance with GDPR requirements..
  - To ensure that the Board of Trustees fulfils its duties and responsibilities for the proper governance of DFK and to the highest possible standard.
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### **Further Details or How to Apply**

Please contact the Chair of the Trustee Board, at  
[info@dementiafriendlykeighley.org.uk](mailto:info@dementiafriendlykeighley.org.uk)  
or telephone 01535 602529.