



# Kingston Women's Centre (KWC) Clinical Trustee Role

The Clinical Trustee role ensures the Clinical practice of KWC staff and volunteers are kept in line with BACP ethical standards and KWC's Policies and Procedures.

## KEY RESPONSIBILITIES:

### 1. Strategic

- To assist and advise in the formation of the KWC's strategy with particular regard to ensuring KWC has the clinical expertise to deliver the strategy.

### 2. Clinical

- To offer advice and support to the Clinical Manager in the development of KWC's clinical services.
- To support the Clinical Manager in the development of innovative and developmental concepts for volunteers, staff and service users where appropriate.
- To assist the Clinical Manager, staff, and Board members in networking within the clinical sector.
- Where needed to support the Clinical Manager in the recruitment of Supervisors.
- To make recommendations to the Board of appropriate clinical changes to KWC's Policies and Procedures and controls.
- To ensure the Board receives appropriate information on the activities that affect the clinical running of KWC.

### 3. Governance

- To ensure the Board is aware of its clinical duties and responsibilities and the need to comply with legislation and BACP code of ethics.
- To ensure all clinical policies, procedures and any appointment of external clinical advisors are reviewed on a regular basis.
- To monitor and report to the Board and offer solutions to any clinical concerns.

## 5. Key Qualities/Experience

- Experience in a Senior Clinical role; ideally currently working in counselling, psychotherapy and or supervising counsellors and psychotherapists.
- Experience in developing Clinical Services and of working within the community.

- Good communication/interpersonal and decision- making skills.
- Ability to work collaboratively and constructively as a member of the Board.
- Willingness to devote the necessary time and effort to the role of Trustee.
- An understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship.
- Good independent judgment, strategic perspective, and vision.

## **TRUSTEE DUTIES AND RESPONSIBILITIES**

1. To ensure that the charity complies with its Memorandum and Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations.
2. To ensure that the charity pursues its Charitable Objects as defined in paragraph 4 of its Articles of Association.
3. To ensure the charity applies its resources exclusively in pursuance of its Objects, i.e. the charity must not spend money on activities which are not included in its own Objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to KWC, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the Charity.
6. To ensure the effective and efficient administration of the Charity.
7. To ensure the financial stability of the Charity.
8. To protect and safeguard the Charity's funds.
9. In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they possess, to help the Board of Trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the charity's work in which the trustee has special expertise.

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