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**Appointment of Nursing Trustees to the**

**Council of the Queen’s Nursing Institute**

The Queen’s Nursing Institute (QNI) is seeking to appoint up to three Trustees from a community nursing background as part of its governing Council. The Institute was founded in 1887 and is one of the oldest nursing organisations in the world. Today the QNI undertakes policy work, campaigning and supports community nurses to deliver the best possible care in people’s homes.

The Institute has a number of strands of important work including our Homeless Health project, Queen’s Nurse and Executive Leadership programmes, innovation awards, an important grants and support function, and a large network of Queen’s Nurses across England, Wales, Northern Ireland, the Channel Islands and the Isle of Man.

The successful applicants will be joining the Institute at an exciting time in its history as it embarks on new programmes to empower and strengthen the voice of community nurses and extend its policy work through better workforce intelligence.

The Institute is a registered charity established under Royal Charter and our Council of Trustees takes responsibility for ensuring that the organisation meets its charitable objects.

This is an unpaid role which will require attendance at 4 Council meetings a year, strategy away days, QNI award ceremony and other events. Reasonable travel expenses are reimbursed.

The Institute is committed to inclusivity and we would welcome applications from individuals who are currently under-represented on our current Council. https://www.qni.org.uk/explore-qni/about/our-people/qni-trustees/

Applications from Queen’s Nurses are particularly welcome as are those applications from individuals wholly engaged in the provision or management of clinical services in care homes, homeless health services and across a range of community specialisms.

Informal enquiries to Dr John Unsworth, Chair of Council, via Christine Widdowson (EA to the Chief Executive) christine.widdowson@qni.org.uk.

Applications should be made using the form provided by 12 noon on the 02 October 2020.

Charity Number: 213128

**THE QUEEN'S NURSING INSTITUTE BOARD OF TRUSTEES**

**TRUSTEE ROLE OUTLINE AND PERSON SPECIFICATION**

**Overall Responsibility**

As a member of the Trustee Board, it is the responsibility of every trustee to ensure that the QNI operates in a manner which enables it to fulfil its charitable object as set out in the Royal charter in as effective a manner as possible.

**Specific Duties**

1. To ensure that the QNI complies with its Royal charter, charity law and any other relevant legislation or regulations.

2. To ensure that the QNI pursues its charitable object as defined in the Charter and applies its resources exclusively in furtherance of its charitable object.

3. To safeguard the QNI’s good name and principles.

4. To maintain proper governance by ensuring that the Board:

• Agrees the charity’s strategic direction and goals;

• Ensures that risk audits are conducted regularly and that strategies for risk management are in place;

• Defines the boundaries of management authority and delegates to management the implementation of plans and budgets;

• Monitors performance on a regular basis and holds management accountable for outcomes;

• Ensures that proper processes are in place for the appointment or dismissal of the Chief Executive;

• Monitors the performance of the Chief Executive and staff.

5. To ensure the financial stability of the charity.

6. To ensure the proper investment of funds.

7. To represent properly any agreed Board position or decision when speaking publicly.

8. To review the Board’s performance annually.

9. In addition to the statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, participation in 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 QNI’s work in which the trustee has special expertise.

**Time requirements**

Each individual trustee is expected to attend the quarterly Trustee Board meetings on a regular basis and to make all reasonable efforts to avoid other commitments on these occasions. These meetings require significant preparation time prior to the Board meeting to read papers. Each Trustee is also required to attend other such meetings as are determined by the Trustee Board.

The term of appointment is three years. The Terms of Reference state that 3 terms of office are allowed, after which a break of 1 year must elapse before further consideration can be given to continuing trusteeship.

Some trustees will be members of other committees, either of a standing or ad hoc nature.

As a trustee, there is no remuneration for these positions. However, reasonable out-of-pocket expenses will be paid in line with the QNI’s current policy and practice.

**Liability of Trustees**

There are two circumstances in which trustees of a charity may put themselves at risk of personal liability:

• If they cause loss to the charity by acting unlawfully, imprudently or outside the term of the charity’s governing document;

• If they commit the charity to debts which amount to more than its assets.

Very few trustees who have acted honestly have suffered financial loss as a result of their trusteeship. The Charity Commission states in leaflet CC3, Responsibilities of Charity Trustees, that “if trustees act prudently, lawfully and in accordance with their governing document then any liabilities they incur as trustees can be met out of the charity’s resources”.

QNI trustees will be insured against personal liability arising from acts properly undertaken in the administration of the charity or acts undertaken in breach of trust but under an honest mistake.

**Trustee Person Specification**

**Each trustee must:**

* have a commitment to the aims of The Queen's Nursing Institute;
* have a willingness to devote the necessary time and effort;
* have strategic vision;
* have good, independent judgement;
* have an ability to think creatively;
* be willing to speak their mind, challenge appropriately and accept collective decision making;
* understand and accept the legal duties, responsibilities and liabilities of trusteeship;
* be able to work effectively as a member of a team;
* adhere to Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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