

Compliance Trustee Role



Summary

Sturge Weber UK is a volunteer-driven charity dedicated to supporting members and improving the care and quality of life for individuals living with Sturge Weber Syndrome. This lifelong condition impacts not only those diagnosed but also their caregivers. We strive to empower our members and their families in navigating this journey while upholding the highest standards of governance and compliance.

Statutory Duties of a Trustee

As part of the board of trustees, you will share responsibility for:

- Ensuring the charity's overall governance and strategic direction.
- Safeguarding the charity's financial health and transparency.
- Upholding the integrity of the charity's activities.
- Developing and achieving the organisation's aims and objectives, in line with its governing document and legal and regulatory standards.

Additional Responsibilities of the Compliance Trustee

In addition to the general trustee responsibilities, the Compliance Trustee will:

- Ensure Sturge Weber UK adheres to legal, regulatory, and governance requirements.
- Monitor and evaluate policies to ensure they are up-to-date and effective.
- Advise the board on matters related to compliance and risk management.
- Develop and oversee processes for reporting and documenting compliance issues.
- Support trustees in understanding and meeting their legal responsibilities.
- Ensure accurate record-keeping for audits and regulatory purposes.
- Regularly review safeguarding policies and procedures to protect members and volunteers.
- Work alongside the Chair to address compliance concerns proactively.
- Participate in training sessions related to compliance and governance.
- Carry out any other duties related to ensuring the charity's compliance standards.

Accountability

The Compliance Trustee will report directly to the Chair and the Board of Trustees.

Person Specification

Essential:

- Availability to volunteer 2+ hours weekly.
- Ability to work effectively as a team member.
- Strong understanding of compliance and governance frameworks.
- Excellent administrative and organisational skills.
- Clear and effective communication skills for diverse audiences.
- Ability to identify and address risks promptly and effectively.
- Availability to attend both face-to-face and Zoom meetings.
- Willingness to travel when required for the role.

Desirable:

- Knowledge of Sturge Weber Syndrome and its impacts.
- Any volunteers/Trustees in this role will be given guidance and mentoring support by the Chair and Board of Trustees.