



Trustee Volunteer Role Description

Why we need you

We're the MS Society – a community of people living with MS, scientists, campaigners, listeners, organisers, ambassadors and fundraisers. Our volunteers are a key part of achieving our goals and their support is vital. Join us.

The MS Society is governed by volunteers. Volunteers in leadership roles ensure that the MS Society improves the lives of people affected by MS through the delivery of our strategy and goals. They hold us accountable to our objectives, promote our work and support volunteers and staff both locally and nationally.

What the role involves

- Ensuring that we comply with our constitution (articles), charity law, company law and any other relevant legislation or regulations
- Ensuring clear strategic direction and contribute to setting overall policy, defining goals, setting targets and evaluating performance
- Safeguarding our reputation and promoting our vision and mission
- Ensuring financial stability, protecting our assets, ensuring the proper investment of funds and effective and efficient administration
- Undertaking Board committee or work group responsibilities as appropriate
- Staying up to date with charity law, company law and other relevant legislation

We can support you to develop these skills. Please discuss your needs with us.

Skills, experience and abilities you need for this role

Essential

- Committed to our values
- Comfortable using the internet and email
- Able to think strategically and creatively

Together, we are strong enough to stop MS.

Multiple Sclerosis Society. Registered charity numbers 1139257/SC041990. Registered as a limited company in England and Wales 07451571.

- Able to communicate with a wide variety of people and organisations, including the ability to speak at public engagements (where relevant)
- Able to listen to, read and assimilate information quickly and effectively
- Understanding of MS and the effects of living with it together with an appreciation of our work to stop MS
- Understanding and appreciation of the role of trustee and company director and the desire and ability to take part in committee work along with a commitment to attend all meetings and undertake associated work

Desirable

- Willing to develop on skills and experience
- Enjoys being part of a team

Commitments

Whether your volunteering journey with us is long or short, we all make these commitments so we all know what to expect.

Our commitment

- Offer you a role that fits with your life
- Keep you and everyone safe
- Welcome you as an individual
- Help you learn your role and support you to learn as you go
- Reimburse your out of pocket expenses
- Act on your feedback and welcome your ideas
- Explore and nurture your motivations
- Value your personal contribution
- Keep you connected and up to date
- Thank you for the impact you deliver

Your commitment

- Respect the boundaries of your role and our Code of Conduct
- Keep yourself and others safe
- Value the contribution of others and the differences between us
- Complete the necessary learning pathway for your role
- Contribute positively to our story
- Express your ideas
- Recognise the limits of your experience and expertise
- Reach for your goals
- Stay connected and up to date
- Share your successes and learning

Date created: March 2017

Date to be reviewed: January 2018

We regularly review our role descriptions to make sure they are up to date.