LIFESAVING SOCIETY CANADA

Job Description

**Position Title:** Lifesaving Society Canada Trustee to Royal Life Saving Society Commonwealth, Canada and Caribbean Region

**Purpose:** Act as the Trustee for Lifesaving Society Canada to the RLSS Commonwealth, Canada and Caribbean Region

**Reporting Relationship:** To the Chairperson, International Relations Committee of the Lifesaving Society Canada Board of Directors and to RLSS Commonwealth

**Term of Office:** The term of office for Trustee will be for a 2 year period with a maximum 4 consecutive terms – consecutive terms to be first endorsed by the Member Branch

**Responsibilities:**

1. Participate in an ethical and lawful manner, respecting the confidentiality of Board discussions.
2. Represent and speak on behalf of the Lifesaving Society Canada, internationally, as required.
3. Act as an ambassador for Lifesaving Society Canada and act in the best interest of both the RLSS and Lifesaving Society Canada.
4. Fulfill the duties of a Trustee as per the UK Charities Trustees Duties (Appendix A)
5. Meet the expectations of the RLSS
6. In matters where RLSS calls a vote of board members which requires the position of each Member to be stated, the representative in consultation with the Chair, IRC, will prepare a briefing note to the Lifesaving Society Canada Board of Directors, to obtain its position on the matter.
7. Vote on international matters in a manner consistent with official and endorsed Lifesaving Society Canada positions and in a manner consistent with the Lifesaving Society Canada values.

8. Attend and participate in all International Relations Committee meetings, including reporting back from RLSS meetings and/or discussions.

9. Participate in briefings prior to RLSS meetings and events.

10. Submit a report to the International Relations Committee following each RLSS Trustees’ meeting. This report covers any or all matters with a focus on information and issues pertinent to Lifesaving Society Canada.

11. Complete the annual work planner for the International Relations Committee and lead discussion at IRC meetings.

Representative must:

- Have a willingness to participate as a volunteer throughout the term of office
- Be a Member in good standing of the Lifesaving Society Canada
- Have strong knowledge of Lifesaving Society Canada; knows and is committed to its values and priorities
- Understand and is committed to the importance and role of Lifesaving Society Canada in international relations and activities
- Have international lifesaving experience
- Have demonstrated tangible achievements in past Lifesaving Society Canada volunteer roles
- Have demonstrated skill, technical knowledge and experience match for the role
- Have demonstrated ethical conduct that is in compliance with the Lifesaving Society Code of conduct
- Willingly and proactively share information
- Be diplomatic; culturally and politically sensitive
- Work well electronically without regular face to face contact
- Able and willing to travel internationally
- Able to speak in English and French is an asset
- Must be self-supporting in terms of administration and materials preparation and meeting documentation
- Meet the Requirements of a Trustee as defined by the UK Charity Commission;
- Knowledge of RLSS and the Commonwealth

Appendix A of Job Description of the Lifesaving Society Canada Trustee to Royal Life Saving Society Commonwealth, Canada and Caribbean Region

UK CHARITIES TRUSTEES DUTIES

(Appendix 1 of the RLSS Regulations adopted 21 November 2016)
ELIGIBILITY TO BE A TRUSTEE

You must be at least 18 to be a trustee of a charity.

You must be properly appointed following the procedures and any restrictions in the charity’s governing document.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing

There are further restrictions for charities that help children or vulnerable people.

TRUSTEES’ 6 MAIN DUTIES

1. Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity’s purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity’s activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases, trustees may have to reimburse the charity personally.

2. Comply with your charity’s governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

3. Act in your charity’s best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
• with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term

• avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body

• not receive any benefit from the charity unless it’s properly authorized and is clearly in the charity’s interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage your charity’s resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

• make sure the charity’s assets are only used to support or carry out its purposes

• not take inappropriate risks with the charity’s assets or reputation

• not over-commit the charity

• take special care when investing or borrowing

• comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

• must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary

• should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees’ meetings

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

• be able to demonstrate that your charity is complying with the law, well run and effective

• ensure appropriate accountability to members, if your charity has a membership separate from the trustees

• ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers