



Emerge Worldwide Director [Trustee] Role Description

Emerge Worldwide is a Company Limited by Guarantee and a *Non-for-profit* Charity. It is governed by the quorum of Directors [Trustees] operating in compliance with the Charity Commission guidance on good governance.

Emerge Worldwide’s charitable objects for which the charity is established is the prevention and reduction of human trafficking and human slavery, and assistance to the victims and survivors of human trafficking and modern slavery by any and all of the following means:

The promotion of awareness and prevention of sexual exploitation and sex trafficking, and its destructive consequences; to offer rehabilitation services, including housing, counselling financial and social support, legal advice and medical assistance to victims and survivors; to work with and support individuals, organisations, government officials, and people who are committed to abolishing human trafficking and modern slavery; to take or assist with legal action where appropriate; to partner with and support other organisations with similar objects.

Emerge Worldwide’s vision is for a world where every woman and girls right to freedom from exploitation is indisputable, and sexual exploitation and sex trafficking is abolished

The work of the charity will be delivered by trained volunteers/employees, in the following departments: Operations, Policy, Communications, Education, Fundraising. Media and Finance.

Director [Trustee] Role:

Salary:	Unpaid. Expenses incurred in connection to attendance to EmERGE Worldwide meetings
Hours:	Generally, quarterly Board meetings held remotely. Trustees are encouraged to attend in-person staff meetings (3 annually) and relevant training.
Term:	Minimum two years

Charity Director [Trustees]

The Charities Act 2011 defines charity Director [Trustees] as the people responsible under the charity’s governing document for controlling the administration and management of the Charity. The Director [Trustees] must be at least 18 years old and are the directors of the charity and company and are known as the quorum of Directors [Trustees].

Director [Trustees]:

- are committed to EmERGE Worldwide’s objects, vision, mission and values, and have joined its board because they want to help the Charity deliver its purposes most effectively for public benefit;
- recognise that meeting the charity’s stated public benefit is an ongoing requirement;
- understand their roles and legal responsibilities, and, in particular, have read and understand:
 - the Charity Commission’s guidance [The Essential Trustee](#); _____
 - [Charity Governance Code](#)
 - EmERGE Worldwide’s governing document/constitution;
- are committed to good governance and want to contribute to the Charity’s continued improvement; and
- are accountable to the Trustee Chair of EmERGE Worldwide, to the Charity Commission, regulatory bodies and the wider public in the community EmERGE Worldwide serves.

In addition to statutory duties, each Director [Trustee] should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Director [Trustee] has expertise.

Quorum of Directors [Trustees]

The quorum of Directors [Trustees] comprises of a minimum of three Directors [Trustees] and includes a Secretary, Chair and Treasurer. The quorum of Directors [Trustees] adheres to the principle that its approach to diversity supports its effectiveness, leadership and collective decision-making.

Role of the Director [Trustee]

The quorum of Directors [Trustees] will be individually and collectively responsible for the overall governance and strategic direction of Emerge Worldwide in collaboration with the Trustee Chair.

The quorum of Directors [Trustees] works, collectively, as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions, to ensure the charity is carrying out the purposes for which it is set up, and no other purpose.

The role of the quorum of Directors [Trustees] is to ensure the assets received are applied for the charitable purposes, as declared in the objects of the Charity, acting prudently, and in the best interests of the Charity.

Key Responsibilities

1. Ensure the Charity complies with:

- a) Emerge Worldwide's governing document (i.e. its constitution or memorandum and articles of association) and pursues its stated objects;
- b) Charity law requirements, guidance and other laws or requirements that apply to the charity.

2. Act in the Charity's best interests:

- a) determine the overall direction and development of Emerge Worldwide through good governance to a high standard;
- b) is clear about the charity's strategic direction, aims and purpose, ensuring that these are being delivered effectively, sustainably and achieved;
- c) safeguard the good name and values of the charity;
- d) work in partnership with other Directors [Trustees], the Chief Executive and other senior staff;
- e) make balanced and informed decisions, thinking about the long term as well as the short term;
- f) to advocate for and represent Emerge Worldwide positively at meetings, events or conferences, and help raise the profile of the charity;
- g) be prepared to act as a spokesperson when asked by the Chief Executive, working within an agreed brief, and to attend events as an ambassador for Emerge Worldwide, to network and promote the work of the charity;
- h) assist with fundraising by speaking, networking and otherwise seeking donations and other funding opportunities in conjunction with staff and volunteers as appropriate;
- i) keep informed about the charity and the wider issues that affect its work and services;
- j) avoid putting themselves in a position where their duty to the charity conflicts with their own interests or loyalty to any other person or body;
- k) not receiving any benefit from the charity unless it is properly authorised and is clearly in the charity's interest.

- 3. Manage the Charity's resources responsibly acting with a duty of prudence:**
- a) oversee sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objectives and resources are only used to support or carry out its purposes (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public;
 - b) work with the senior team of the charity to develop the future direction, including contributing to setting policy and firm strategic direction, the annual work plan, defining goals, setting targets and evaluating performance against agreed targets;
 - c) ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place that meet the charity's objectives;
 - d) avoid exposing the charity's assets, beneficiaries or reputation to undue risk;
 - e) not over-commit the charity and ensure the financial stability of the charity;
 - f) protect and manage the charity's assets, and take special care when investing or borrowing and meet accepted standards and policies, or receive appropriate advice from financial/investment professionals;
 - g) comply with any restrictions on spending funds or selling land;
 - h) Act as a signatory on behalf of Emerge Worldwide, when mandated by the quorum of Directors [Trustees] to do so.
- 4. Act with reasonable care and skill:**
- a) make use of their skills and experience and take advice when necessary;
 - b) should give enough time, thought and energy to their role, for example by preparing for, attending and actively participating in all board and committee meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the board member has special expertise;
 - c) ensure the decision-making processes are informed, rigorous and timely, and that risk assessment and appropriate management systems are set up and monitored;
 - d) to maintain absolute confidentiality of sensitive / confidential information received in the course of the Director's [Trustee's] responsibilities to Emerge Worldwide.
- 5. Ensure the Charity complies with statutory accounting and reporting requirements:**
- a) be able to demonstrate that the charity is complying with the law, is well run and effective;
 - b) ensure all regulatory and stakeholder reporting is submitted/completed within deadlines as well as any audit requirements;
 - c) ensure appropriate accountability to members;
 - d) ensure accountability within the charity, particularly where you delegate responsibility for tasks or decisions to staff or volunteers.
- 6. Ensure the Charity complies with robust recruitment procedures and performance processes:**
- a) Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive and staff;
 - b) Ensure volunteers are appointed and supervised following good practice guidance;
 - c) To support any actions required to achieve and maintain an appropriate level of diversity within the quorum of Directors [Trustees], Senior Leadership and Volunteers of Emerge Worldwide,
 - d) to ensure that Emerge Worldwide invests in ongoing professional development, and considers effective succession planning for the Board, Chief Executive, staff and volunteers;
 - e) to reflect annually on the quorum of Directors [Trustees] performance and own performance as a Director [Trustee].

Time Commitment

Directors [Trustees] are expected to attend:

- An induction session;
- At least four quorum of Directors [Trustees] meetings per year held remotely;
- Annual General Meeting;
- Mandatory training;
- and encouraged to attend, all staff in-person meetings.

Quorum of Directors [Trustees] meetings are two hours and one meeting a year is a whole day and is allocated to strategic planning.

Papers are circulated 5 working days ahead of the meetings.

There is a quorum of Directors [Trustees] appraisal system in place, involving an annual meeting with the Chair.

In addition to quorum of Directors [Trustees] Meetings, other contact, usually electronic or by telephone will be necessary. These are **minimum** requirements.

Other occasional duties include:

- Assisting with recruitment of Directors [Trustees] and staff;
- Attending meetings and conferences in a supportive capacity;
- Helping with funding bids and fundraising initiatives;
- Special meetings that require a Director [Trustee], e.g. working party, project group, panel.

Quorum of Directors [Trustees] Performance

The Nolan Principles

All Charities have a public benefit responsibility and in carrying out their role, Emerge Worldwide Directors [Trustees] are expected to adhere to the Principles for holders of public office.

Selflessness	Holders of public office should act solely in terms of the public interest.
Integrity	Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
Objectivity	Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
Accountability	Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
Openness	Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
Honesty	Holders of public office should be truthful.
Leadership	Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Emerge Worldwide

Director [Trustee] Person Specification

Emerge Worldwide is seeking Directors [Trustees] with skills, knowledge and experience that will add to the expertise of the quorum of Directors [Trustees]. The following core areas are sought as **essential** as a Director [Trustee]:

Knowledge & Experience

- Leadership/resource/people management, or
- Leading Strategic planning from a senior management role, and
- Working specialist knowledge and experience of at least one of the functional areas listed below.

The following functional areas have been identified as areas of expertise we are particularly interested in recruiting to our quorum of Directors [Trustees]:

- Fundraising (charitable, commercial and / or grants), income generation;
- Humanitarian work
- Migrants, Immigration and Refugees
- Sexual exploitation / Sex Trafficking

Skills

- Ability to communicate effectively both orally and in writing at all levels;
- Able to think objectively and make sound, independent judgements

Personal Qualities

- A commitment to Emerge Worldwide and alignment with its purpose and values;
- An understanding of equality and safeguarding;
- A willingness to devote the necessary time and effort to Emerge Worldwide;
- Ability to work effectively as a member of a team;
- Strategic vision;
- Integrity and confidentiality;
- Good communication and interpersonal skills, and the ability to respect the confidences of colleagues;
- Balancing tact and diplomacy with willingness to challenge and constructively criticise in the interest of the Charity;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of a Director [Trustee];
- Ability to think creatively in the context of the organisation and external environment;
- Ability to offer strong support to staff / volunteers, while standing back from everyday activities;
- A positive, proactive and innovative approach to the role;
- Excellent planning and organisational abilities.

As part of the appointment process, all Directors [Trustees] are asked to sign an Emerge Worldwide Director [Trustee] Code of Conduct, as well as a Declaration of Eligibility.

References: The Charities Act 2011; Trustee role and board – Gov.UK (Charity Commission); Charity Governance Code