

Addiction Family Support (AFS) Trustee Role Description and Person Specification

Introduction

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. Within Addiction Family Support (AFS), they are known collectively as the Board of Trustees.

Aim

Under charity law, the Board of Trustees holds the ultimate responsibility for directing the affairs of AFS, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skills and experience required to successfully fulfil the role.

Associated documents

This role description and person specification should be read alongside the following documents and policies, all of which are available on request:

- Memorandum & Articles of Association.
- Trustee Recruitment and Selection Policy.
- Trustees' Terms of Reference.

Role description

All AFS trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (clients, volunteers, staff and associated others) are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- Uphold the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation.

- Protect and manage the property of the organisation and ensure the proper investment of its funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- Hold the chief executive to account for the management and administration of the charity.
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

Person specification

General qualities

All AFS trustees must be able to demonstrate the following skills and values:

- A commitment to the organisation.
- A commitment to equal opportunities and the promotion of diversity.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness and ability to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Specific skills and experience

All AFS trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:

- Leadership or management of a medium to large organisation, ideally with multiple and/or diverse sites or subsidiaries.

- Charity law and governance.
- Charity fundraising.
- Drug prevention, treatment and rehabilitation services or policy.
- Financial management.
- Data analysis and/or research and academia.
- The management of change.
- Monitoring and evaluating performance in the commercial and/or not for profit sector.
- Recruitment and human resources expertise, including employment legislation.
- Business development.
- Social/medical services development and delivery.
- Information/digital technology.
- Risk management and safeguarding.
- Marketing, communications, media, advertising or PR.
- Medicine or allied professions.
- Business or intellectual property law.

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