

# TRUSTEE BOARD MEMBERS

## DESCRIPTION OF THE ROLE AND PERSON SPECIFICATION

## Background

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Salary: Unpaid. Expenses incurred while travelling to meetings

Hours: Four meetings a year. Additionally, trustees are invited to the AGM and twice yearly meetings of the Members' Assembly

Location: NCVO, Regent's Wharf, London N1 and regional venues

Closing date: 21 August 2015

NCVO champions and strengthens the voluntary sector and volunteering. We have over 11,000 members from the largest charities to the smallest community organisations. For over 90 years, NCVO has brought the voluntary sector's people together to solve problems, address root causes, and inspire each other. Every day, across the country, millions give voluntary organisations their time, energy and money. No single organisation can solve society's challenges alone. But collectively, we're all vital to sustaining society in times of challenge and change. That's why, inspired and empowered by our members, NCVO champions the voluntary sector and volunteering.

## 1. Who are the charity's trustees

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The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For NCVO the charity trustees are the board of directors of the Council known as the trustee board. The trustee board comprises:

- the chair
- the treasurer
- up to seven elected trustees
- up to five appointed trustees.

The trustee board appoints a vice chair from among the trustees.

## 2. The role of the board of trustees

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At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of NCVO. The trustee board must always act in the best interests of NCVO, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

## 3. Duties of a trustee board member

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The duties of a trustee board member are to:

- ensure that NCVO complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that NCVO pursues its objects as defined in its governing document
- ensure NCVO applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to NCVO, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of NCVO
- ensure the financial stability of NCVO.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees 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 trustee has particular expertise.

## 4. Minimum time commitment

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Trustees are expected to attend an induction session at NCVO prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held four times a year during normal office hours. One meeting each year is allotted to strategic planning and is a residential event starting one afternoon and lasting the whole of the following day. The other three meetings last approximately three and half hours and are usually at NCVO's offices in London.

- Papers are distributed one week in advance of meetings.
- Trustees may be asked to join one of three board committees, each of which meets twice a year, for approximately two hours, during normal office hours, in London.
- Trustees are invited to the annual general meeting (AGM) of NCVO, which takes place during the day in November.
- Trustees are invited to the regional meetings of the Members' Assembly.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

## 5. Person specification

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Each trustee must have:

- a commitment to the mission of NCVO
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness 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 and to take decisions for the good of NCVO.

The board of trustees collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- public policy and public affairs
- national and local voluntary sector
- national and local government and statutory bodies
- digital strategy
- trading subsidiaries and social enterprise
- human resource management
- volunteering management and brokerage
- funding/foundations
- collaborative partnerships
- social investment and impact