BOARD ROLE DESCRIPTIONS

Chairperson	
Key Tasks	• Call meetings when appropriate, ensuring that they are conducted in accordance with FSA rules and guidelines and ensure that agendas are set in conjunction with the Secretary. • Lead the Board, ensuring that members are recruited, inducted, receive appropriate training, are aware of their roles and responsibilities and to ensure that the Board operates as a team. • Ensure the construction of a work plan to represent defined strategies and policies and lead the Board in the setting of objectives in line with the primary purpose, defined responsibilities and financial constraints of the Trust. • Ensure the Trust operates in accordance with the Model Rules and other documentation adopted by the Trust Board. • Chair Board meetings and ensure that all Board members are involved in the decision-making process. • Ensure that all decisions taken are acted upon. • Take an active part in resolving conflict within the Board bearing in mind the best interests of the organisation and its beneficiaries. • Ensure all sub committees or advisory groups commissioned by the Management Board have clearly defined, understood and agreed Terms of Reference. • Regular and consistent liaison with key director positions. • Signatory for all Trust financial expenditure. • Give chairman's report at the AGM on the past year's work and any initiatives, goals etc for the next year. • Represent the Trust externally.
Qualities required	• Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Board and/or membership • Commitment to the values of the trust • Commitment to support all motions and initiatives undertaken by the committee • Willingness to represent the Trust membership and the values of the organisation in public. • Committed to undertaking all key tasks defined in the Chairperson's job description.
Skills required	• An understanding of the Trust movement and the aims and objectives of the Trust. • Excellent written and verbal skills. • Good organisational skills. • Ability to delegate duties. • Understanding of Board financial management. • Ability to lead and manage meetings.

Responsible to	• The membership of the Trust. • The Trust Board of the Trust.

Secretary	
Key Tasks	• Act as the first point of contact for those looking to join or seeking information about the Trust. • Ensure the Trust membership to FSA is up to date. • Deal with all outgoing and incoming correspondence. • Keep Trust records accurate and up to date. • Attend all meetings. • Liaise with Chairperson to arrange meetings. • Prepare agendas in conjunction with the Chairperson and take minutes from committee meetings. • Ensure that all Trust members have relevant information before and after meetings. • Protect the members' interests by ensuring that the constitution is followed properly and that the Trust is functioning properly. • In conjunction with other Board members prepare reports for FCA. • To take advice from other sources including legal and financial advice where this is necessary and where the committee does not have the required expertise. • Ensure that any delegated responsibilities e.g. membership database, newsletters etc are carried out timely and effectively. • Signatory for all Trust financial expenditure. • Responsible for the Membership Secretary
Qualities required	• Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership • Commitment to the values of the Trust • Commitment to support all motions and initiatives undertaken by the committee • Committed to undertaking all key tasks defined in the Secretary's job description. • Strength of character to ensure that the membership's interests are protected.
Skills required	• An understanding of the Trust movement and the aims and objectives of the Trust. • Management skills. • Administrative skills. • Well organised and conscientious. • Have tact and discretion • Communication skills • Be methodical and reliable • Be able to maintain confidentiality • Be able to react to opportunities and make decisions

Responsible to	• The membership of the Trust. • The Trust Board.

Treasurer	
Key Tasks	• Maintain accurate and up-to-date financial records for the Trust. • Establish and maintain Trust bank/building society account and banking arrangements. • Implement and adhere to a financial protocol. • Produce and monitor annual budget. • Report financial position to the Trust Board by way of monthly management accounts. • Advise the Trust Board of financial constraints, obligations and opportunities at the regular Board meetings. • In conjunction with other Board members ensure that funds are spent appropriately. • Regular liaison with the Chair, Vice Chair, Secretary/ Membership Secretary and Operations Manager. • Signatory for all Trust financial expenditure. • Responsibility for the collection and depositing of all fees, subscriptions and funds. • Prepare and issue receipts for monies received. • Responsibility for the payment of any bills incurred. • Ensure all Management Committee insurance commitments are understood and acted upon. • Prepare end of year financial report for AGM. • Prepare required information for the auditors and the FSA. • Deal with financial related correspondence. • Manage debtors. • Responsible for Funding Manager and Volunteer Can Collector.
Qualities required	• Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership • Commitment to the values of the Trust • Commitment to support all motions and initiatives undertaken by the committee • Committed to undertaking all key tasks defined in the Finance Manager's job description.
Skills required	• An understanding of the Trust movement and the aims and objectives of the Trust. • Be methodical and reliable. • Be able to communicate effectively. • Maintain confidentiality. • Be numerate – understand a balance sheet and profit and loss account. • Be able to explain financial matters to non-financial people.

	• Ability to use spreadsheets and/or alternative presentation tools.
Responsible to	• The membership of the Trust. • The Trust Board.

Board Members	
Key Tasks	• Ensure that the organisation acts at all times in line with its constitution, Memorandum & Articles of Association, company legislation & all other legal or funders requirements. • Ensure that s/he understands & is committed to the constitution & other governing documents of the organisation • Ensure that all the assets of the organisation are well managed & maximised where possible. • Ensure that the organisation makes the necessary returns to the FCA & FSA as required • Take responsibility for strategic planning, & for ensuring policy formulation, goal setting, monitoring & evaluation performance & service delivery takes place. • Understand & approve the accounts. • Ensure that the organisation manages its finances & other resources prudently & efficiently & is able to account for all income, expenditure, investments etc. at any time & is financially stable. • Assist with seeking opportunities for fund raising & sponsorship. • Attend meetings on a regular basis & read all the papers, contribute to the discussions & make decisions. • Contribute to sub committees & advisory groups where appropriate. • Ensure that actions assigned & minuted at Board or subcommittee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact either the Chairperson ASAP. • Keep informed on issues which affect the organisation & to promote the organisation externally. • Assist with obtaining & representing the views, concerns, queries & suggestions of the membership, & ensure their consideration in the formulation of all Trust strategy & policy. • Contribute to all Trust publications & reports as practical &/or necessary. • Act at all times in the best interests of the Trust & its members and safeguard the good name & values of the Trust. • Participate in tasks as required over & above management committee meetings.

	• To declare any conflicts of interest as soon as they are known.
Qualities required	• Commitment to attend meetings & accept responsibility for the performance of key tasks as allocated by the committee &/or membership. • Commitment to the values of the Trust. • Commitment to support all motions & initiatives undertaken by the committee. • Committed to undertaking all key tasks defined in the Board Member's job description.
Skills required	• Written &/or verbal communication skills. • Understanding of all or specific issues faced by membership of the Trust Movement.
Responsible to	• The membership of the Trust. • The Trust Board.