

FFPG BOARD ROLE DESCRIPTIONS

Role Description for a FFPG Trustee

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (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
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

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 scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification for a trustee

The skills, experience and qualities that are expected from trustees:

1. A commitment to the organisation
2. A willingness to devote the necessary time and effort to fulfil the trustee role
3. Strategic vision
4. Good, independent judgement
5. An ability to think creatively
6. A willingness to speak your mind
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. An ability to work effectively as a member of a team and participate constructively in collective decision-making.
9. A commitment to Nolan's seven principles of public life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
10. A commitment to equal opportunities and inclusion.

Additional duties for the CHAIR of Trustees

In addition to the general responsibilities for all trustees as set out above, the chair also has some specific responsibilities:

1. Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
2. Agreeing with trustees the annual cycle of trustee meetings.
3. Working with the Secretary and Director to prepare agendas for trustee meetings and annual / strategic planning days.
4. Chairing and facilitating trustee meetings, bringing impartiality and objectivity to decision making.
5. Giving direction to the trustees' policy making.
6. Monitoring and ensuring that decisions taken at meetings are implemented.
7. Representing the organisation at functions, meetings and acting as a spokesperson as appropriate.
8. Developing the board of trustees including induction, training, appraisal and succession planning
9. Addressing conflict within the board and within the organisation, and liaising with the Director to achieve this
10. Ensuring that another trustee, usually the vice-chair is able to act for the chair when they are not available.
11. Liaising with the Director to keep an overview of the organisation's affairs and to provide support as appropriate.
12. Leading the process of regular 1:1s and annual appraisal of the performance of the Director.
13. Sitting on appointment and disciplinary panels, as required.
14. Facilitating change within the organisation, liaising with the Director to achieve this.

VICE-CHAIR The vice-chair stands in for the chair and helps with decisions between meetings. They provide general support to the chair and may divide up tasks as agreed between them.

The chair should ensure the vice-chair knows enough about current issues within the organisation to be able to stand in at short notice.

Person specification for the Chair and Vice Chair of trustees

In addition to the general responsibilities for all trustees as set out above, the Chair and Vice Chair also need additional skills and experience:

1. Leadership skills.
2. Experience of committee work.
3. Tact and diplomacy.
4. Good communication and interpersonal skills.
5. Impartiality, fairness and the ability to respect confidences.

Additional duties for the SECRETARY

In addition to the general responsibilities for all trustees as set out above, the secretary also has some specific responsibilities:

The role of the secretary is to support the chair by ensuring the smooth functioning of the board of trustees. Tasks will include the following (either by carrying them out directly or by delegating to a member of staff and ensuring that they have been carried out):

1. Preparing agendas in consultation with the chair and Director and circulating them and any supporting papers in good time.
2. Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with particular access requirements, etc.).
3. Receiving agenda items from other trustees/staff at least 5 days before trustee meetings.
4. Checking that a quorum is present at all meetings.
5. Taking minutes and circulating draft minutes to all trustees.
6. Ensuring that the chair has signed the minutes once they have been approved.
7. Checking that trustees and staff have carried out actions agreed at previous meetings.
8. Circulating agenda and minutes of the annual planning meeting and any special or extraordinary meetings.
9. Sitting on appraisal, recruitment and disciplinary panels as required.
10. Together with the Director, receiving correspondence from local authorities, funders and the charity commission and ensuring that information is passed on to the relevant person.
11. Ensuring that relevant correspondence is replied to by the secretary or a designated board or staff member.

Person specification for the secretary

In addition to the general responsibilities for all trustees as set out above, the Secretary also needs additional skills and experience:

1. Organisational ability.
2. Knowledge or experience of business or committee procedure.
3. Minute taking experience.
4. Familiarity with, and willingness to use, information technology – especially typical office software packages and e-mail.

Additional job description duties for the TREASURER

In addition to the general responsibilities for all trustees as set out above, the treasurer also has some specific responsibilities:

The overall role of a treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

Responsibilities are as follows:

1. Working with the Director, and as necessary in liaison with the book-keeper and the Independent Examiner, to ensure the production of key financial documentation including the annual budget, the annual statutory accounts and bi-monthly management accounts.
2. Ensuring that the accounts are disclosed in the form required by funders and the relevant statutory bodies, including the Charity Commission.
3. Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
4. Ensuring that the financial resources of the organisation meet its present and future needs, including that the charity has an appropriate reserves policy, and contributing to the fund-raising strategy of FFPG.
5. To be a bank signatory for FFPG and authorise online payments.
6. Ensuring that equipment and assets are adequately maintained and insured.
7. Ensuring that appropriate accounting procedures and controls are in place.
8. Keeping the board informed about its financial duties and responsibilities
9. Ensuring that the charity has an appropriate investment policy and that there is no conflict between any investment held and the aims and objects of the charity.
10. Liaising with staff and volunteers about financial matters.
11. Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
12. Advising on the financial implications of the organisation's strategic plans.
13. Sitting on appraisal, recruitment and disciplinary panels as required

Person specification for the treasurer

In addition to the general responsibilities for all trustees as set out above, the Treasurer also needs additional skills and experience:

1. Work experience in the field of finance, ideally a financial qualification.
2. An understanding of budgets and of management and statutory accounts.
3. A knowledge of charity-specific financial matters such as restricted funding – or the ability and willingness to learn about such matters.
4. The ability to explain financial matters to people who don't have specialist financial knowledge.
5. The skills to analyse proposals and examine their financial consequences
6. Being prepared to make unpopular recommendations to the board