

VAL Trustee Role Description

Voluntary Action LeicesterShire (VAL) is a registered Charity and a Company Limited by Guarantee and therefore Trustee Board members are both Trustees (Charities Act) and Directors of the Company (Companies Acts). There are a maximum of 18 Trustees and from this number each year the Board selects a Chair, Vice Chair and Treasurer.

The Board of Trustees play a critical role in setting the strategic direction of the organisation, approving policies and the budget, employing the staff and holding the Chief Executive Officer to account for their delivery.

Overall responsibility

Work as a member of the Board to contribute experience, expertise and insight and to add value to strategic development and governance of VAL.

Trustee duties

All our Trustees:

- Are committed to VAL and act in its interests at all times, safeguarding our reputation and values and ensuring that we pursue and deliver our charitable objects and purpose.
- Have an understanding of the legal and regulatory duties of trustees and ensure that VAL complies with its Articles of Association, charity law, company law and any other relevant legislation and regulation
- Maintain an awareness of our organisation and the environment in which we operate and contribute to our continuing development
- Bring positive, independent judgement and the ability to think creatively and to constructively challenge to secure the continued sustainability of our charity
- Work effectively as a member of the Board team and recognise, respect and welcome diverse, different and, at times, conflicting views of colleagues
- Use their specialist knowledge and skills to add value to VAL's work and to help VAL to build and grow partnerships and relationships
- Prepare for, attend and participate actively in Board and subcommittee meetings and in support of allocated lead roles, working groups or other governance functions
- Take responsibility for their own learning and development and participate in the development of the board as a whole
- Maintain the respect of beneficiaries, other stakeholders and the public by behaving with integrity and in line with VAL's values
- Will maintain confidentiality about any sensitive and confidential information received as a Trustee and take appropriate action when required.

Trustees are legally accountable to the members of VAL and to the Inland Revenue, HM Customs & Excise and the Charity Commissioners. A Trustee has the following legal obligations that should be understood and complied with:

The Voluntary Action Leicester (VAL) Trustees must carry out their responsibilities in line with their duties under charity law:

1. Ensure that the organisation complies with its Memorandum and Articles, charity law, company law and any other relevant legislation or regulations.
2. Ensure that the organisation pursues its objects as defined in its Memorandum and Articles.
3. Ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. Protect and maximise the value of the charity's assets (including its good name), including by ensuring the proper investment of the charity's funds.
5. Ensure the effective and efficient administration and financial stability of the organisation.
6. Avoid or, if that is not possible, deal appropriately with conflicts of interest and loyalty.
7. Appoint the Chief Executive and senior staff and monitor their performance.

As Voluntary Action Leicester (VAL) is established as a company, its Trustees have specific statutory duties as Company Directors under the Companies Act:

1. Act within the company's powers.
2. Promote the success of the company for the benefit of achieving its charitable purposes.
The Act sets out a number of matters that the Trustees/Directors will need to consider when reaching decisions, including the effect of the charity's actions on the community and environment.
3. Exercise independent judgement and reasonable care, skill and diligence.
4. Not accept benefits from third parties.
5. Be a named representative on Company documents.

Trustee Person Specification

Each trustee must have:

- a commitment to the mission and values of VAL
- a drive for equality, diversity and inclusion
- a willingness to devote the necessary time and effort
- integrity
- has experience and an understanding of 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 VAL.

Trustee Commitment

At VAL we understand that people have busy lives and a range of pressures on their time. Therefore this section spells out our expectations of Trustees so that there is a transparent arrangement.

Time Commitment

The standard Trustee time commitment for those without additional responsibilities is approximately 60 hours per year. This would include:

- 12 Board meetings per annum (2 hrs duration) currently early evening meetings
- Occasional Trustee Board task and finish groups
- Preparation time for meetings including reading time for papers
- Contact with Chair and other Trustees outside of meetings
- Annual Board Development/Strategy Day
- Annual General Meeting
- Formal and informal visits to view the work of VAL.
- Occasions where Trustees are representing VAL at events or meetings/networks

For those Trustees with additional responsibilities as officers the additional commitment could be up to double that of 'ordinary' Trustees.

Term of Office

The position of Trustee is appointed for a three year term – with the option to be re-appointment for further terms. There is no limit to the number of terms that can be served by a Trustee.

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