



Trustee role description

WCVA Board of Trustees Election 2022

THE ROLE OF TRUSTEE

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of WCVA. The trustee board must always act in the best interests of WCVA, 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. In addition to being a registered charity, WCVA is a company limited by guarantee, and WCVA trustees are registered as directors at Companies House.

The trustee board of 16 trustees comprises:

- Up to 12 elected trustees
- Up to four appointed trustees

The Trustee Board appoints the Chair, Vice Chair and Treasurer.

We currently have **five** vacant places (to be elected by our members) on our Trustee Board.

DUTIES OF A TRUSTEE BOARD MEMBER

The Board of Trustees is the governing body of the organisation and is legally and financially responsible for the overall governance and strategic direction of WCVA, developing the organisation's aims, objectives and goals in

accordance with its charitable objectives as set out in the Articles of Association.

The duties of a trustee board member are to:

- ensure that WCVA complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that WCVA pursues its objects as defined in its governing document
- ensure WCVA 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 WCVA, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- safeguard the good name and values of WCVA
- ensure the financial stability of WCVA

PERSON SPECIFICATION

Each trustee must have:

- a commitment to the mission of WCVA
- 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 and ability to remain independent of any influence from another organisation or individual
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- an ability to work effectively as a member of a team and to take decisions for the good of WCVA and its members
- a broad understanding of equalities issues and a keen interest in bringing communities together
- a commitment to ensure a customer focus is maintained in designing and running services
- an awareness of opportunities to develop work to meet WCVA's strategic goals and generate income appropriate to WCVA's objectives
- an awareness of and commitment to WCVA as a bilingual organisation. The ability to communicate in Welsh is desirable

We're particularly interested in people with some skills in the following areas, **but these are by no means a requirement of applying:**

- Governance
- Finance (all trustees will be required to have a minimal understanding of charity accounts and excellent training and support can be offered in respect of this)
- Volunteer recruitment and support
- Social investment and enterprise

- Membership development
- Equalities and human rights
- Research
- Legal
- Digital
- IT systems
- Data/information management

ELIGIBILITY

The Charity Commission specifies why some individuals can't act as charity trustees, to find out more visit [Charity Commission Guidance](#).