



# Trustee role description

## WCVA Board of Trustees election 2024

### THE ROLE OF TRUSTEE

Our trustees play a vital role in making sure that WCVA achieves [its core purpose](#).

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. It is the responsibility of the Chief Executive to manage the organisation on a day to day basis.

The trustee board will ensure that WCVA has a clear strategy and that our work and goals are in line with our vision.

Trustee board members have a collective responsibility. This means that trustees always act as a group and not as individuals and must always act in the best interests of WCVA. 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 (elected by our members)
- Up to four appointed trustees (appointed by the Board of Trustees)

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

We currently have **six** 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, be developing and agreeing a long-term strategy
- ensure WCVA applies its resources exclusively in pursuance of its objects. For example, WCVA 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

## **Commitment**

Trustees are expected to:

- attend an induction session (full day) at One Canal Parade prior to their first Board meeting.
- attend all four Board meetings per year (approx. 2 hrs each) held during office hours at One Canal Parade. The Board Away Day meeting in February is a full day meeting.
- attend four Board working group meetings year (1 ½ hrs each) online
- support the development of WCVA by:
  - I. Joining one of the three sub-committees of the Board (where a vacancy exists)
  - II. Acting as Chair/Vice Chair on one of WCVA's grant/fund panels (where a vacancy exists)
  - III. Supporting the leadership management team with various pieces of work through task and finish groups as and when required
- Attend the annual general meeting (AGM) of WCVA, which takes place during office hours in November. The meeting generally takes place online but there may be occasions where the meeting is held in-person either in South or North Wales. An overnight stay may be required.

## **PERSON SPECIFICATION**

Each trustee must have:

- a commitment to WCVA
- a willingness to devote the necessary time and effort
- 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 WCVA and its members
- an 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- 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 and development
- Legal
- Digital (trends and emerging technologies/service design)
- 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](#).