

# Trustee Job Description

## Vice President

### Introduction

EACTS is a UK registered charity and is also a [Company Limited by Guarantee](#). The Board of Trustees, also known as the 'Council', is comprised of 15 members who are also Directors of the 'Company'. Council members must comply with a number of charity and company relevant laws, regulations and guidelines. The first part of this 'Job Description' details the general terms of trusteeship and commitment expected of all Council members. The second part of this Job Description outlines the specific duties and expectations of specific, named trustee roles.

EACTS will support each trustee in their duty and will provide regular information and training opportunities to ensure that trustees remain up to date on their governance duties. However, it remains the lawful responsibility of each trustee to ensure that they are aware of and fully comply with relevant legal and best practice requirements\*.

### Information relevant to all Trustees

#### Board of Trustees

The role of the Board of Trustees is to receive assets on behalf of the charity (donations, income, membership subscriptions etc), safeguard them and apply them for the charitable purposes of the Association. The Board of Trustees must always act in the best interests of EACTS, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility. The Board of Trustees must act as a group and not as individuals.

#### The Executive Committee

The Executive Committee of the Board of Trustees is made up of the following named trustees:

- The President
- The Secretary General
- The Treasurer
- The Editor in Chief
- The Vice President

The Executive Committee may from time to time and when expedient, meet in order to fulfil their delegated authority from the Board of Trustees for particular, usually operational, matters and decisions. The Secretary General chairs these meetings.

## **Trustee Eligibility**

There are strict rules on who is eligible to be a trustee of a UK registered charity. For example, people with certain unspent convictions, have a bankruptcy order or have been disqualified as a company director, cannot become trustees. Each Council member must make a 'declaration of eligibility', confirming their understanding of these rules and their eligibility to serve.

## **General Trustee Duties**

### *Strategy & Governance*

To ensure that EACTS complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation, regulations, and best practice guidelines.

To ensure that EACTS pursues its objects as defined in its governing document.

To contribute actively to the Board of Trustees' role in providing strategic direction to EACTS, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.

### *Finance & Other Assets*

To ensure that EACTS applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be.

To ensure the financial stability of EACTS.

To protect and manage the property, assets, and funds of EACTS and to ensure the proper investment of EACTS's funds.

### *Personnel and Support*

To support the Secretary General in the execution of his/her duties.

To support the appointment and management of the Chief Executive and other key staff and support in the monitoring of their performance.

### *Risk & Reputation*

To safeguard the good name and values of EACTS.

To manage risks with a considered, proportionate, and balanced approach.

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

## **Confidentiality**

All information provided to trustees and discussions both within Council meetings and 'out of committee', are strictly confidential. It is an essential requirement of the professional operation of the Council and the principle of 'collective' decision making and responsibility, that Council communications are kept confidential. The communication beyond Council, of any trustee decisions or discussion must be approved by the Board. It should also be assumed that all Executive Committee and trustee-trustee discussions are confidential unless otherwise made explicit by all parties.

## **Trustee Appraisal**

Each trustee, except the President, will be appraised annually to assess their performance in fulfilling their duties and their wider contribution to the pursuit of EACTS's charitable objects and organisational plans.

The Secretary General will be appraised by the Executive Committee, led by the President. All other trustees will be appraised by the Secretary General and a member of the Executive Committee.

## **Trustee Person Specification**

Each trustee must:

- Be committed to the charitable objects of the Association.
- Have sufficient time and willingness to contribute effectively to board proceedings, attending at least five meetings per year and contributing between meetings as necessary.
- Have an understanding of strategy development and management.
- Be able to work effectively as a member of a team.
- Be willing to speak up when necessary, whilst remaining independent of any influence from another organisation or individual.
- Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity (regular training and information provided).
- Be able to make quick and sound decisions based on an analysis of information presented to them.
- Help to manage risks with a balanced and informed approach.
- Be able to communicate proficiently in English (spoken and written).

## Information Relevant to the Vice President and President

The Vice-President will serve one year on Council before assuming the role of President. The President's role is to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation. The President is also, importantly, the international 'face' and 'ambassador' for EACTS representing the Association publicly at the highest levels.

The President, in partnership with the Secretary General, will ensure that all Council members collectively share responsibility for ensuring that the Association complies with its governing document, charity law, company law and any other relevant legislation or regulations. The President will make sure that the Association pursues its objects as defined in its governing document and fulfils the short-medium objectives for his/her Presidency, which will be agreed with Council at the beginning of his/her Presidency.

In addition to his general responsibilities as a trustee, the President has a number of tasks specific to their role and must possess certain essential qualities and experience.

### *Main Responsibilities of the President*

- Chairing and facilitating the board meetings and General Assembly.
- Represent the organisation at appropriate events, meetings, or functions.
- Act as a spokesperson for the organisation where appropriate.
- Consult with the Secretary General on matters of strategy, governance, finance, and management.
- Maintain careful oversight of any risk to reputation and/or financial standing of the Association.
- Receive regular informal progress reports of the organisation's work and financial performance through the Secretary General.
- With the Secretary General, review the performance of and set annual objectives for the Chief Executive.
- Give the Presidential lecture at the Annual Meeting which ends his/her term.

### *Qualities of a President*

- Commitment to the organisation.
- Leadership.
- Integrity, strategic vision, and good/independent judgement.
- A willingness to devote the necessary time and effort to their duties as President and trustee.
- Ability to take decisions for the good of the organisation.
- Good communication skills.

- Tact and diplomacy.
- Willingness to speak one's mind and listen to the views of others.
- An ability to work effectively as a member of a team.
- Understanding of the legal responsibilities and liabilities of a trustee.

#### *Desirable Experience*

- Prior experience of committee/trustee work within EACTS.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with or understanding of the voluntary sector.

#### *Time Commitment*

- The Board meets four times a year, twice in Windsor and twice elsewhere but usually in Europe.
- It is important that the President is able to support the charity staff and be available to the Secretary General on a regular basis.
- From time to time, the President should be available to attend and represent the charity at events, meetings or functions in the day and evening times.

### **Term of Office**

The Vice-President is appointed for a one-year term followed by one year as President and one final year as Immediate Past President (total of three years).

\* **THE UK CHARITY COMMISSION PROVIDES UP TO DATE INFORMATION ON THE DUTIES OF TRUSTEES** - <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>