



ROLE DESCRIPTIONS OF TRUSTEES

Chairperson (who will be a person with dwarfism, shall)

From the LPUK Constitution:

- (a) chair all General Meetings of LPUK and of the LPUK committee
- (b) be responsible for guiding the activities of LPUK as expressed by the majority of its members
- (c) represent or arrange for representation of LPUK at meetings of other organisations
- (d) be responsible for reporting the work of the LPUK committee to the AGM

In addition to the general responsibilities of a trustee, duties of the chair include the following:

- 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
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making

With the Charity Administrator:

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the Charity Administrator (if staff are employed) to achieve this

Where staff are employed:

- Liaising with the Charity Administrator to keep an overview of the organisation's affairs and to provide support as appropriate
- Leading the process of supporting and appraising the performance of the Charity Administrator
- Sitting on appointment and disciplinary panels
- The vice-chair (who will be a person with dwarfism, shall) act for the chair when the chair is not available and undertakes assignments at the request of the chair

From the LPUK Constitution, the vice-chair shall:

- (a) work closely with the chair and aid them in their duties
- (b) in the absence of the chair at a committee meeting, the vice chair will stand in for them and assume their duties

Person specification -

In addition to the person specification for a trustee, the chair should have the following qualities:

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

In most circumstances, it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Treasurer

From the LPUK Constitution:

- (a) keep accounts of all membership fees and other monies taken
- (b) be responsible for purchases agreed by the committee but shall have the power to reject expenditure from the LPUK account
- (c) present a financial report to the AGM showing the financial state of LPUK
- (d) publish accounts as per requirements of relevant financial authorities

Note: The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In charities without paid staff, the Treasurer may take a greater role in the day-to-day finances of the organisation.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- 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
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification -

In addition to the person specification for a trustee, the treasurer should have the following qualities:

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

Secretary

From the LPUK Constitution:

Unless other provisions have been made i.e. employment of a Charity Administrator, LPUK shall create the role of Secretary. In such case the Secretary shall:

- (a) organise all General Meetings of LPUK and all meetings of the LPUK committee
- (b) take suggestions for agenda points and publish an agenda prior to the start of a meeting
- (c) take minutes at all Charity meetings and archive them
- (d) ensure all financial committee decisions are minuted
- (e) keep a record of all Charity members

Note: The role of the secretary is to support the chair by ensuring the board functions smoothly. The secretary may carry out their duties directly or delegate them to a member of staff and ensure that they have been carried out.

In addition to the general responsibilities of a trustee, duties of the secretary are as follows:

- Preparing agendas in consultation with the chair and chief executive, and circulating them and any supporting papers in good time
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- Receiving agenda items from other trustees/staff
- Checking that a quorum is present
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees
- Ensuring that the minutes are signed by the chair once they have been approved
- Checking that trustees and staff have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- In organisations that are companies, fulfilling the functions of a company secretary if these responsibilities have not been delegated to a member of staff
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification -

In addition to the person specification for a trustee, the secretary should have the following qualities:

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience, if this is not being delegated to staff

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 (ie 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 (ie 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 chief executive (if the charity employs staff)
- 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:

- A commitment to the organisation
- 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

This policy was adopted:

Date:

Next Review Date:

Signed:

(Chairperson)

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