

Role Profile: Trustee (Board of Governors)

The Board Trustee is a key role in our organisation. Your leadership and commitment will ensure we continue to provide and extend our range of much-needed support and services to our members.

BACP's Board of Governors is responsible for the overall governance and strategic direction of the Association, ensuring that it meet its objects and strategic aims.

Trustees work collaboratively on the Board to fulfil responsibilities set out in charity and company law, drawing upon skills, experience and other qualities to apply effective decision-making, advice and oversight of BACP as a company limited by guarantee and registered charity.

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Responsibilities

- Ensure the charity pursues its objects as defined in its Articles of Association.
- Contribute to the Board's role in setting strategic direction, setting overall policy, defining strategic aims, and evaluating strategic performance.
- Ensure BACP complies with its governing documents, charity law, company law, and any other relevant legislation or regulations.

Duties

- to understand, advocate for, and commit to BACP's objects, mission and values, demonstrating a high level of integrity and ethical judgment
- to act at all times solely in the best interests of BACP and the public, setting aside personal interests
- to ensure BACP's financial stability and sustainability, protecting the charity's assets and property
- To identify and monitor strategic risks to BACP, and ensure effective mitigation strategies are in place
- To work collaboratively with Trustees, the CEO and senior staff to identify strategic aims, and assess performance against objectives and other targets
- To ensure BACP's impact on beneficiaries is understood, monitored and communicated.

- Prepare for and participate actively and effectively in Board meetings, having read papers in advance
- To participate in Board development, succession and renewal activities
- To safeguard BACP's reputation and represent the charity positively with external audiences
- To work both openly, and confidentially where appropriate, raising matters of concern regarding the governance of BACP to the Board
- To observe and comply with the Trustees' Code of Conduct and Conflicts of Interest policy

Person Specification

Knowledge and experience

The following characteristics, knowledge and experiences would be advantageous to the role of charity trustee:

- a high level of understanding and interest in the issues the charity seeks to address/represent
- a commitment to the values and principles of the charity
- strong business and/or financial acumen
- experience of committee work
- highly developed interpersonal and communication skills
- ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems
- sound, independent judgement, courage, common sense and diplomacy
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of charity governance
- sufficient time and commitment to fulfil the role
- ability to listen to and welcome alternative opinions and experiences
- flexibility in thinking
- a desire to implement the highest standards of governance

Skills and Other Qualities

- Have a solid understanding of charity governance and the role of the Trustee
- Have broad knowledge and experience of good governance in business, public sector or not for profit sector, understanding current issues affecting charities and their successful leadership
- Understand and accept the legal responsibilities, duties and liabilities of being a Trustee
 - An ability to think critically and independently, to challenge effectively, speaking up and questioning colleagues when under pressure
 - Strategic capability, able to articulate and support BACP's strategic aims and to focus on practical challenges and opportunities to further those aims

- Commitment to equality, diversity and inclusion, and an understanding of the Board's role in promoting these issues
- Strong business acumen, with analytical and problem solving skills
- Strong interpersonal skills, able to communicate effectively both verbally and in writing to promote team working on the Board
- Digitally literate and comfortable with using technology for Trustee work
- Enthusiasm for the role, willing to devote necessary time and effort to be an effective Trustee

Eligibility and legal requirements

- Trustees may be elected by BACP's members, appointed by the Board, or co-opted to the Board.
- Elected Trustees must be BACP members.
- Appointed Trustees may or may not be BACP members, depending on the needs of the Board and the criteria relating to Chairs of sub-committees.
- Co-opted Trustees may or may not be BACP members.

To be eligible by law all Trustees must:

- be a minimum of 16 years old
- not be disqualified by law, including
 - being subject to a bankruptcy order or undischarged bankrupt
 - being disqualified as a company director
 - having been removed as a trustee by the Charity Commission or the court.
- not be directly or indirectly interested in any contract with the Association and fail to declare the nature of the interest as required by law
- not be subject to sanctions or an ongoing conduct hearing pursuant to any of the Association's disciplinary processes.

Term of office

Trustees are appointed for a four year term from the close of the Annual General Meeting (AGM) at which their appointment is announced.

Remuneration

There is no remuneration attached to this role. Reasonable expenses incurred in carrying out the role of Trustee will be reimbursed in line with BACP's Business Expenses Policy.

Time commitment

The time commitment attached to this role is expected to be around 20 days per year.

The Board meets four times a year, holds an annual strategy day, which may require an overnight stay, and Trustees are expected to attend BACP's AGM.

Trustees who Chair a sub-committee can expect to commit an additional ten days per year on average to cover additional duties.