

## Trustee Role Description

### Overview

BeyondAutism is a company with charity status. It has a Board of Trustees / management committee. The board is accountable in varying degrees to a variety of stakeholders, including beneficiaries (and their representatives), funders, the Charity Commission, and other regulators (e.g. Companies House).

The Board of Trustees share and promote the following qualities:

- A passionate enthusiasm for supporting the beneficiaries of BeyondAutism and the work the charity undertakes
- The capacity to understand and to empathise with the issues of concern for people with autism and those who care for them.
- The adherence to the **Good Governance: a code for the voluntary and community sector**: an effective board will provide good governance and leadership by:
  1. Understanding their role
  2. Ensuring delivery of organisational purpose
  3. Working effectively both as individuals and as a team
  4. Exercising effective control
  5. Behaving with integrity; and
  6. Being open and accountable
- Upholding Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Key responsibilities:

With other trustees to hold the charity "in trust" for current and future beneficiaries by:

1. ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
2. being responsible for the performance of the charity and for its "corporate" behaviour;
3. ensuring that the charity complies with all legal and regulatory requirements;
4. acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. ensuring that the charity's governance is of the highest possible standard.

## Duties and tasks to fulfil these key responsibilities:

### **Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;**

To work in partnership with other trustees, the Chief Executive and other senior staff to ensure that:

- 1.1. The charity has a clear vision, mission and strategic plan that have been agreed by the Board, and that there is a common understanding of these by trustees and staff.
- 1.2. The business, operational and other plans support the vision, mission and strategic priorities.
- 1.3. The Chief Executive's annual and longer-term objectives and targets support the achievement of the vision, mission & strategic priorities.
- 1.4. Board policies support the vision, mission and strategic priorities.
- 1.5. There are effective mechanisms
  - to listen to the views of current and future beneficiaries, and their representatives;
  - to review the external environment for changes that might affect the charity;
  - to re-assess the need for the charity and for the services it provides, or could provide and
  - to review regularly its strategic plans and priorities.

### **Being responsible, with the other trustees, for the performance of the charity and for its 'corporate' behaviour;**

- 2.1. To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity.
- 2.2. To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.
- 2.3. To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the board.
- 2.4. To appoint the chief executive, to set his/her terms and conditions and to ensure that the Chief Executive and the charity invest in the Chief Executive's ongoing professional development.
- 2.5. To receive regular reports from the chief executive on progress towards agreed strategic priorities.
- 2.6. To hold the Chief Executive to account for the management and administration of the charity.
- 2.7. To ensure that the Chief Executive receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer-term targets and objectives.

- 2.8. To ensure that the Chief Executive develops a learning organisation and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
- 2.9. To articulate the values of the charity.
- 2.10. To agree board policies.
- 2.11. To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the trustees any activity that threatens the probity of the charity.

#### **Ensuring that the charity complies with all legal and regulatory requirements;**

- 3.1 To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements, including the promotion of safe care and protection.
- 3.2 To maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments and to review the constitution regularly.
- 3.3 To ensure that BeyondAutism achieves its purpose as a charity, pursues its charitable objects as defined in its governing document and provides public benefit.
- 3.4 If the charity has powers to delegate, to agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for board committees and sub-committees, job descriptions for honorary officers, trustees and key staff, etc., and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.
- 3.5 To ensure that the responsibilities delegated to the Chief Executive are clearly expressed and understood, and directions given to him/her come from the board as a whole.

#### **Being guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application.**

- 4.1 To ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
- 4.2 To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
- 4.3 To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- 4.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity.
- 4.5 To be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.
- 4.6 To exercise effective overall control of the charity's financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.

- 4.7 To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc. are properly valued, utilised and safeguarded.
- 4.8 To ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed.

#### **Ensuring that the charity's governance is of the highest possible standard.**

- 5.1 To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and that enables the trustees to fulfil their responsibilities.
- 5.2 To reflect annually on the board's performance and your own performance as a trustee.
- 5.3 To ensure that the trustee board has the skills required to govern the charity well and has access to relevant external professional advice and expertise.
- 5.4 To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of trustees.
- 5.5 To ensure that there are succession plans for the chair and the chief executive.
- 5.6 To participate in individual and collective development and training of trustees.
- 5.7 To abide by the code of conduct for trustees.
- 5.8 To avoid any personal conflict of interest and to act in the best interest of BeyondAutism, beneficiaries and future beneficiaries at all times. To adhere to the duty not to benefit from the position of trustee. To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.
- 5.9 To sit on committees, appraisal, recruitment and disciplinary panels as required.
- 5.10 To ensure that major decisions and board policies are made by the trustees acting collectively.

In addition to the above statutory duties, each Trustee should abide by the *Good Governance Code of Practice*, using any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all trustees to share this commitment. An enhanced DBS disclosure is required for this role.*

## Person Specification

### Knowledge and experience

The Board of Trustees has determined that it is essential that the following knowledge and experience should be present within the Board as a whole:

- Personal or professional experience of autism and ABA
- Safeguarding expertise
- Experience and knowledge of SEN education in relation to autism from 0 to 25 yrs
- Experience and knowledge of social care in relation to autism from 0 to 25 yrs
- Expertise in Government policy at central and/or local levels
- Experience or knowledge of lobbying and campaigning work.
- Financial expertise (chartered accountant; audit; charity finance)
- Experience and knowledge of fundraising
- Legal expertise; (SEN law, Employment Law, MCA & Care Act etc.)
- Experience and knowledge of Governance (Charity Law & Corporate Governance) \*
- Experience and knowledge of service delivery and growth
- Experience and knowledge of new business development and high performing teams
- Experience and knowledge of digital comms to include ICT
- Marketing, Public Relations, Brand & Comms knowledge or experience

### Skills and abilities

The Board of Trustees has determined that it is essential that Trustees have:

- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- Capacity for clear, creative and strategic thinking and vision.
- A willingness to speak their mind.
- Understanding and acceptance of the role of a Board of Trustees for a charity (including the legal duties, responsibilities and liabilities of Trusteeship).
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.

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\* Skills to be provided by Clerk to the Board of Trustees