

Trustee Role Description

What are we looking for?

We have three opportunities available for our members to join the Board of Trustees. We are keen for members to nominate themselves if they match two or more of our list of 'must-have' skills and experiences.

Background and experience:

- Regional knowledge and connections
- Membership body or service providing charity
- Willingness to be Treasurer
- Willingness to join the Finance and Audit Committee
- Small charities
- Charity finance challenges within the sector
- CICs, social enterprises and other non-profit organisations

Skills and understanding:

- Ambitious for CFG's position as a leading voice in charity finance
- Open minded and happy to listen, challenge (exec and fellow board members) and offer opinions
- Brave and committed

About us

'Inspiring Financial Leadership' summarises both CFG's identity and its purpose as an organisation that supports thousands of financial leaders in the charity sector. Our vision is of a charity sector that is financially confident, dynamic and trustworthy.

We provide a range of services to our members and the sector more widely. These include a broad training programme, a range of publications and 'how-to' guides and a series of meetings and conferences throughout the year.

We also work with other sector bodies to lobby the government and regulators on legal and regulatory issues affecting the sector.

The organisation has grown consistently in recent years. We have over 1,400 charities in membership who between them manage over £21.1bn.

Skills and Characteristics

The ideal person is able to:

- communicate clearly and take an active role in discussions;

- challenge sensitively and constructively;
- engage and influence others;
- stay focussed on CFG's vision and mission;
- maintain a level head in difficult situations

Duties and Responsibilities

1. Ensuring that the Board fulfils its responsibilities in a cost effective manner:

- to agree appropriate strategy and policy objectives in accordance with CFG's purposes;
- to monitor progress in implementing the strategy by reviewing performance against plan;
- to ensure that objectives are achieved and risk is managed appropriately;
- to ensure that appropriate arrangements are in place to support, monitor and review the effectiveness of the work of the Board, the Chief Executive, other staff, volunteers and subscribers;
- to maintain an overview of the work of the Finance Committee, and other sub-committees as appropriate to ensure that CFG's finances and property are prudently and systematically managed; and
- to ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations.

2. Contributing directly to the achievement of CFG's objectives:

- to utilise personal skills, experience and attributes to lead/contribute directly to CFG's work, taking responsibility for delivery of strategic goals in agreed areas;
- to attend Board meetings and to chair at least two regional or London members meetings per year and to be a member of at least one sub-committee or group;
- to contribute to sub-groups and support staff, members, trustees in areas of personal skill and experience;
- to use specific knowledge or experience to help the Board reach sound decisions. Including scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance in areas of CFG's work in which the trustee has special expertise.

3. Maintaining and developing CFG's reputation and influence:

- to serve as an additional spokesperson for the charity where appropriate;
- to help to promote CFG to a wider audience of potential supporters and members/beneficiaries;
- to bring to the attention of CFG members any activities or events which impact the role of charity finance executives by whatever means is appropriate;
- to raise the profile and influence of CFG with relevant decision-makers/opinion-formers; and
- to abide by the Code of Practice for Trustees of CFG.

Eligibility

Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement;
- anyone under a disqualification order under the Company Directors Disqualification Act 1986;
- anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register;
- anyone under the age of 18 years old.

Person Specification (in addition to What we are looking for)

	Essential	Desirable
Personal characteristics	<p>Values – integrity, openness, diplomacy, understanding, tact.</p> <p>The ability to seek a common approach to find consensus.</p> <p>A diplomat who is not frightened to challenge the status quo and explore strategy and approach.</p>	<p>An inspirational leader.</p>
Time commitment	<p>Ability to make sufficient time available to discharge duties (4 half days and 1 full day per year.)</p> <p>Analysing and understanding management papers prior to meetings.</p> <p>Able to commit to a term of three years and perform well throughout.</p>	<p>Willingness to input additional time to support CFG staff as required.</p> <p>Trustees are encouraged to chair and speak for CFG as part of our events programme.</p>
Knowledge	<p>Knowledge and experience of the charity sector.</p>	
Other	<p>Passion for and commitment to the sector and for the vision that CFG is working to achieve.</p>	

Trustee Compliance and Duties

For more detailed guidance on the information below please see the Charity Commission's guide: [The essential Trustee: what you need to know](#)

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

1. Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance - Trustees must:

2. Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
3. Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
4. Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
5. Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence - Trustees must:

6. Ensure that the charity is and will remain solvent.
7. Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
8. Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
9. Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care - Trustees must:

10. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
11. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.