

General

The Board of Trustees take ultimate responsibility for the work of the charity, the way it spends the money entrusted to it by donors and funders and for the fulfilment of its mission and aims. The role of a Trustee is an important one and taking on the role is a big responsibility.

All Trustees of Rett UK are expected to uphold the values, aims and objectives of the organisation; to give adequate time and energy to the duties entailed; to act with integrity and avoid any conflict of interest or any conduct which could damage or adversely affect the interests of the charity. The qualities of commitment and integrity are essential prerequisites for this role.

Trustees are recruited in order to provide the charity with the range of resources, skills and experience it needs to function well and to achieve the charity's aims. As those needs change over time, it will be important for the Board and its Chair to consider whether the composition of the Board is what is required to lead the organisation in the present and into the future and to consider the need for any additions or changes.

Time Commitment and Involvement

It is estimated that the role of Trustee will require the commitment of approximately one day per month. This includes reading and understanding papers circulated by the Chair or by the Chief Executive and responding appropriately and in a timely fashion, including any additional reading and research which may be needed. Trustees are asked to ensure that they attend the quarterly meetings of the Board and any sub committee meetings in which they may be involved. The role may also include local representation of the charity, as agreed, at fundraising and media events or receptions, including working with staff and volunteers.

Key Responsibilities

With other Trustees and under the leadership of the Chair and officers of the Board, to hold Rett UK in trust for current and future beneficiaries, especially people with Rett syndrome and their families and carers - and to honour the trust of those who have donated and/or funded the charity.

Trustees will actively fulfil this by:

- Ensuring that the organisation has a clear vision, mission and strategic direction and is focused on achieving these in line with its governing document ("The Articles of Association").
- Ensuring that the organisation complies with all legal and regulatory requirements and pursues its objects within the terms of its governing documents (see page 4).
- Acting as stewards of the charities assets and reputation and ensuring that the charity undertakes its role with a continuing commitment to high performance and quality.

Trustee Job Description and Person Specification

- Working in partnership with other Trustees, the Chair and officers of the Board, the Chief Executive and other staff with mutual respect and consideration.
- Maintaining and fostering the reputation of the charity with the wider community, including with the media and with local and national partners.

Duties

1. To agree the Aims & Objectives, and Strategic Plan for the charity
2. To appoint the Chief Executive, setting his/her terms and conditions, including delegated powers, and to monitor his/her performance in line with the above.
3. To approve the Operational Plan and budget for the charity and ensure that they are appropriate and properly reflect the agreed strategic plan
4. To ensure there are systems in place to ensure the financial stability and sustainability of the charity, including proper and effective administration and record-keeping
5. To agree and review the key policies of the charity, and ensure that they will assist in the achievement of its aims and its strategic and operational plans
6. To hold the Chief Executive accountable for the achievement of the organisations goals, including the provision of regular and timely reports and feedback on activities and performance
7. To ensure that systems exist to identify and manage risk across the organisation, including financial, operational, governance and reputational risk
8. To work with other Trustees to reflect annually on the performance of the Board and the fulfilment of its governance of the charity
9. To reflect upon their own contribution to the charity which will include providing advice and guidance on key areas of concern and/or development
10. To attend events as an ambassador for the organisation and to actively contribute to fundraising by speaking, networking and seeking donations in conjunction with the organisations fundraisers and by agreement with the Chief Executive
11. To proactively use their experience and expertise in relevant areas including finance, fundraising, research, personnel, legal requirements and general leadership. Trustees can also offer effective networking and resource procurement as well as planning and development experience

Disclosure and Barring Service (DBS) Checks

Please note that because of the nature of the role in this organisation, and in line with our safeguarding policy, all volunteers, including Trustees will be required to undergo a DBS check. This is required on appointment and is renewable every three years.

Person Specification

Trustees should offer:

- The personal qualities indicated by Nolan's seven principles of:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - and leadership
- Willingness and commitment to devote the necessary time and effort; enthusiasm and passion for the aims of the charity
- Good judgement and objectivity
- Creativity and thoughtfulness
- Good team working and an attitude of consideration and respect
- A willingness to speak up and to participate in the affairs of the charity
- Relevant skills and experience, including aspects of their personal interests

Statement of Trustees' Responsibilities

The Board of Trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales, the Charities Act 1993 and Charity (Accounts and Reports) Regulations 2008, require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources, including the income and expenditure, of the charity for that period. In preparing those financial statements the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charity SORP (Statement of Recommended Practice)
- make judgements and estimates that are reasonable and prudent and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Board of Trustees is responsible for keeping proper records which disclose, with reasonable accuracy at any time, the financial position of the charity and to enable it to ensure that the financial statements comply with Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008. The Board of Trustees is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustee Job Description and Person Specification

Rett UK is also a company limited by guarantee and members of the Board of Trustees are also required to register with Companies House as Company Directors. Directors have a responsibility to prepare and deliver documents, on behalf of the company, to Companies House as and when required by the Companies Act 2006. These include:

- the annual return - see our guide on the Companies House annual return
- the annual accounts - see our guide on filing accounts with Companies House: dates and checklist
- registration of Company charges

Directors have other legal duties besides those relating to Companies House. For example, you must comply with employment law in all dealings with employees or you may be found personally liable for unfair dismissal, discrimination or unfair work practices. You should also ensure that the company complies with all employment law changes. There are also health and safety responsibilities that you must follow. You must ensure that you carry out a risk assessment and put a health and safety policy in place. As a company director you also have a responsibility to check that the correct amount of tax, VAT and National Insurance contributions are paid and on time.