Bond Trustee

Role Description and Personal Specifications

Trustees of Bond have been elected or co-opted onto the Board because of a wish to support the work of Bond. Bond is a registered charity and a company limited by guarantee. Board members are trustees of the charity and directors of the company. A body of law supervised by the Charity Commissioners regulates the operation of the charity, and company law affects the activities of the company.

The duty of a trustee is to participate with others in the effective governance of Bond. This will require active involvement in the following tasks:

**General**
- Ensure that Bond fulfils its objects
- Ensure that Bond complies with the requirements set out in the Memorandum and Articles of Association and meets the requirements of all relevant legislation
- Maintain an understanding of members, their issues and needs, and apply this understanding in guiding Bond’s work
- Provide guidance and instruction to the Chief Executive and staff as required
- Monitor the performance of the Chief Executive and his / her team and ensure accountability to members
- Attend meetings regularly, prepare for and contribute appropriately and effectively
- To use any specific personal knowledge and expertise to help the Board of Trustees provide advice and guidance to staff when requested.

**Policy and Planning**
- To determine the overall strategic direction of the organisation
- Consider and approve overall policies covering all aspects of Bond’s work
- Ensure that appropriate systems are in place for evaluating and reviewing performance against targets

**Finance**
- Ensure that the organisation applies its resources exclusively to its objects (i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)
- Ensure there are adequate systems for financial planning, budgeting, recording of income and expenditure, reporting and financial management, including investment and capital expenditure
- Review and approve Bond’s long term financial strategy
- Review and approve annual budgets covering revenue and capital income and expenditure
- Receive regular management accounts covering all aspects of Bond’s financial affairs and monitor the performance indicators against budget and help to instruct the Chief Executive to take any action required to meet budget targets

**Personnel**
- Assist with the appointment of the Chief Executive and the review of the post-holder’s performance
- Assist with the recruitment of new trustees and ensure that the trustee body has the appropriate skills, knowledge, structure, responsibilities and composition to fulfil its purpose
• Approve Bond’s Human Resources policies
• Ensure grievance and disciplinary procedures are in place

Personal Specifications/Experience
Individual Trustees must display all or some of the following skills/experience:

Essential
• Leadership
• Management experience
• Strategic thinking
• Knowledge and understanding of global issues relating to international development
• Understanding of financial management, governance and accountability
• Experience and understanding of UK and international policy issues

Desirable
• Previous service on a Board or Management Committee
• Experience in an international organisation
• Experience of membership bodies or networks
• Independent and creative thinking

Each trustee should have:
• A commitment to the organisation
• A commitment to wider international development issues
• An understanding of the core values, beliefs and objectives of the organisation and willingness to champion the work of Bond
• A willingness to devote the necessary time and effort to discharge their duties as a member of the Board, estimated as a minimum of eight working days per year (four Board meetings per year, a Board away-day, sub-committee meetings, reading and preparation)
• A willingness to serve on Board sub-committees, to serve on external committees or represent Bond at external meetings
• Integrity, sound judgement and a willingness to speak their mind but accept that decisions are collective
• An understanding of the legal duties, responsibilities and liabilities of trusteeship

The Board’s expectations of the behaviour of trustees are set out in Bond’s Trustee Code of Conduct.

Register of Interests
Trustees have a legal duty to avoid conflicts between their personal interests and those of Bond. In addition, it is important for public confidence that charities are seen to operate to the highest standards of integrity and honesty.

With this in mind Bond has adopted a policy which requires each trustee to disclose any actual or potential conflicts of which they are aware. When appointed, trustees are asked to complete and sign a Declaration of Interests.

Representation
Trustees may be asked to represent Bond to members and externally to a variety of bodies. To that end, trustees have a responsibility to be well informed of the activities of the organisation and to safeguard the good name and values of the organisation.

End