

# Action for Health, Education and Development (AHEAD)

## JOB DESCRIPTION FOR CHAIRPERSON

**Job Title:** Chair of Action for Health, Education and Development (AHEAD)

The role of the chair is to lead the board of trustees, ensuring that it fulfils its responsibilities for the governance of the organisation and, when staff are employed, to work in partnership with the chief executive, helping him or her achieve the aims of the organisation; and to optimise the relationship between the board of trustees and the staff/volunteers. The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair.

### **The responsibilities of the chair will include:**

- providing leadership for the board of trustees in their role of setting the strategy and policy of the organisation
- planning the annual cycle of board meetings
- setting agendas for board meetings
- chairing board meetings
- monitoring that decisions taken at meetings are implemented
- representing the organisation at functions, meetings and acting as a spokesperson as appropriate

### **Where staff are employed:**

- ◆ liaising with the chief executive to keep an overview of the organisation's affairs and to provide support as appropriate
- ◆ leading the process of appraising the performance of the chief executive
- ◆ sitting on appointment and disciplinary panels

### **Person specification**

In addition to the qualities needed by all trustees, the chair/vice-chair should also possess the following:

- ◆ leadership skills
- ◆ experience of committee work

- ◆ tact and diplomacy
- ◆ good 'people' skills
- ◆ impartiality, fairness and the ability to respect confidences

In most circumstances, it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

# Action for Health, Education and Development (AHEAD)

## JOB DESCRIPTION FOR

### SECRETARY

**Job title:** Secretary of Action for Health, Education and Development (AHEAD)

The role of the secretary is to support the chair by ensuring the smooth functioning of the board.

The responsibilities of the secretary will include either doing the following tasks or delegating them to a member of staff and ensuring that they have been carried out:

- ◆ preparing agendas with the chair and chief executive
- ◆ making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- ◆ preparing agendas in consultation with the chair, chief executive officer and other members of the management committee and circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings
- ◆ in organisations which are companies, acting as company secretary where this role is not delegated to a member of staff
- ◆ sitting on appraisal, recruitment and disciplinary panels as required

#### **Person specification**

In addition to the qualities needed by all trustees, the secretary should also possess the following:

- ◆ organisational ability
- ◆ knowledge or experience of business and committee procedures
- ◆ minute-taking experience, if this is not being delegated to staff

# Action for Health, Education and Development (AHEAD)

## JOB DESCRIPTION FOR TREASURER

**Job title:** Treasurer of Action for Health, Education and Development (AHEAD)

The overall role of a treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The responsibilities of the treasurer will include:

- ◆ overseeing, approving and presenting budgets, accounts and financial statements
- ◆ being assured that the financial resources of the organisation meet its present and future needs
- ◆ ensuring that the charity has an appropriate reserves policy
- ◆ the preparation and presentation of financial reports to the board
- ◆ ensuring that appropriate accounting procedures and controls are in place
- ◆ liaising with any paid staff and volunteer about financial matters
- ◆ advising on the financial implications of the organisation's strategic plans
- ◆ ensuring that the charity has an appropriate investment policy
- ◆ ensuring that there is no conflict between any investment held and the aims and objects of the charity
- ◆ monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- ◆ ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and /or the Registrar of Companies
- ◆ if audit is required, ensuring that the accounts are audited in the manner required, and any recommendations of the auditors implemented
- ◆ keeping the board informed about its financial duties and responsibilities
- ◆ contributing to the fundraising strategy of the organisation
- ◆ making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- ◆ sitting on appraisal, recruitment and disciplinary panels as required

## **Person specification**

In addition to the qualities needed by all trustees, the treasurer should ideally also possess the following:

- ◆ financial qualifications and experience
- ◆ some experience of charity finance, fundraising and pension schemes
- ◆ the skills to analyse proposals and examine their financial consequences
- ◆ a preparedness to make unpopular recommendations to the board
- ◆ a willingness to be available to staff for advice and enquiries on an ad hoc basis

# **Action for Health, Education and Development (AHEAD)**

## **JOB DESCRIPTION FOR TRUSTEES**

**Job title:** Trustee of Action for Health, Education and Development (AHEAD)

The duties of a trustee are:

- ◆ To ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- ◆ To ensure that the organisation pursues its objects as defined in its governing document.
- ◆ To ensure the organisation applies its resources exclusively in pursuance of 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;
- ◆ To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- ◆ To safeguard the good name and ethos of the organisation.
- ◆ To ensure the effective and efficient administration of the organisation
- ◆ To ensure the financial stability of the organisation.
- ◆ To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- ◆ If the charity employs staff, to appoint the director/chief executive officer and monitor his/her performance.
- ◆ In addition to the above statutory duties, each trustee should use any specific skills, knowledge, or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and other issues in which the trustee has special expertise.

## **Person specification**

A person specification sets out the qualities; skills and experience needed to fill a particular role. All trustees need certain qualities such as integrity and commitment. However, not every trustee will have the full range of skills and experience ideally required by a board.

Each trustee must have:

- ◆ a commitment to the organisation
- ◆ a willingness to devote the necessary time and effort
- ◆ strategic vision
- ◆ good, independent judgement
- ◆ an ability to think creatively
- ◆ a willingness to speak their mind
- ◆ an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ◆ an ability to work effectively as a member of a team
- ◆ Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The board of trustees will need skills and experience in the following areas:

- ◆ setting targets, monitoring and evaluating performance and programmes
- ◆ financial management
- ◆ the type of work being done by the organisation
- ◆ legal matters
- ◆ fundraising

Depending on the size of the charity and nature of its work, the following may also be needed:

- ◆ recruitment and personnel management
- ◆ public relations
- ◆ marketing
- ◆ information technology
- ◆ campaigning