



# We Are Family

## Trustee Role Description

### **Overall role**

- Direct WAF towards achieving its charitable objects and strategy.
- Ensure that WAF is properly governed and operates effectively.

### **Responsibilities**

*[Items 1 – 3 are primarily collective responsibilities of all Board members; item 4 summarises individual trustee responsibilities.]*

#### 1 Strategy and planning

- 1.1 Formulate and regularly review WAF's strategic plans.
- 1.2 Review and approve annual budgets and operating plans.

#### 2 Governance

- 2.1 Ensure WAF operates in accordance with its constitution, and all legal and regulatory requirements.
- 2.2 Formulate and review policies and procedures for WAF's work, including a risk management framework, and ensure that WAF operates in accordance with these.
- 2.3 Ensure the long-term financial viability of WAF.

#### 3 Organisational

- 3.1 Ensure that the appropriate human, financial and other resources are in place to support WAF in meeting its plans.
- 3.2 When appropriate and as resources allow, appoint, support and monitor staff.

- 3.3 Support and monitor officers and volunteers in their work for WAF and in implementing agreed plans.
- 3.4 Regularly review WAF's activities and performance.
- 3.5 Review the performance of the Board and take steps to improve its performance where necessary.
- 4 Individual obligations
  - 4.1 Join at least one Board committee.
  - 4.2 Act as the trustee lead on a particular area of responsibility (eg HR, Finance, IT, Social Media, Safeguarding etc.).
  - 4.3 Actively participate in Board meetings, committee meetings and other working groups, contributing specific skills and experiences.
  - 4.4 Promote the good name and reputation of WAF, acting as an ambassador for it whenever possible, and upholding its values at all times.
  - 4.5 Comply with all rules and codes of conduct applicable to charity trustees, and to WAF trustees in particular.

#### Trustee Person Specification

##### *Skills and experience sought*

- 1 We are seeking Trustees with experience in one or more of the following areas:
  - professional experience of working with or in the adoption sector, preferably at a senior level;
  - a qualified or part qualified accountant with experience of financial management in any commercial or not-for-profit organisation;
  - fundraising experience in a charity, particularly with trusts and foundations.
- 2 One of the great strengths of We Are Family is that it is volunteer and member led, and that it represents a diverse community across London. We specifically welcome trustees from black, Asian and minority ethnic backgrounds to ensure that the board can benefit from this diversity of experience.
- 3 All applicants must be able to demonstrate a commitment to the values and mission of WAF.

- 4 Applicants should be able to demonstrate the following:
  - Some skill or experience in strategic planning, setting targets, and monitoring and evaluating performance.
  - Good organisational and communication (oral and written) skills.
- 5 Applicants must satisfy statutory requirements to be a charity trustee.

*Commitment expectations*

- 6 WAF's Board of Trustees currently holds four meetings per year in London where attendance in person is expected, including two strategy and training days. Two further Board meetings per year are held remotely by video conference, making a total of six board meetings per year.
- 7 Most meetings are held on a Monday evening from 7.30 to 9.30 pm. The two strategy and training sessions are typically held on a Saturday between about 10 am and 4 pm.
- 8 Each committee usually meets during the month before each Board meeting. The committees are
  - Services;
  - Finance & Resources; and
  - Strategy & Fundraising.Committee meetings are usually held by video conference.
- 9 In addition to being involved in Board and Committee meetings, trustees should expect to spend at least ten hours each month on trustee related work.
- 10 The normal term of appointment for a trustee is three years. The board may decide on a shorter period (one or two years) on appointment, to help ensure that approximately one third of board members will retire from office each year. All trustees are eligible to seek reappointment for one further term of office.