



## AfPP Trustee Charter

### A Balanced Board

- Breadth of background/expertise required on board:
  - Operational Knowledge (organisational intelligence)
  - Finance
  - Political
  - Strategist
  - Fundraising/grants/bursaries
  - Governance
  - Legal
  - Marketing/media (strategic level)

The level of involvement for the above areas can change and will, therefore, be continually reviewed as part of the strategic discussions at board meetings

- AfPP's constitution allows for:
  - Six elected Trustees which includes one President and a Vice President
  - Up to four non-elected Trustees
  - One non-elected Director (Ltd)
  - One CEO
- A Trustee is exempt from voting for themselves for the position of Vice President
- All appointments for elected Trustees go through the laid down process contained in AfPP's Memorandum and Articles of Association
- All non-elected Trustees will be required to sign up to the AfPP Trustee Charter. Their office can be terminated on a majority vote where there is just cause to do so.
- Trustees may be responsible for specific roles and responsibilities. These positions may not be held outside the Board of Trustees but they can be delegated outside to volunteers and/or committees. The responsible Trustee is accountable for any delegated activity
- All roles and responsibilities need to be supported by a second Trustee to ensure support, advice, reduction of risk, increased performance and a shared workload

- Trustees with a responsibility outside of their normal Trustee duties must ensure their roles and responsibility is clearly documented via a memorandum of understanding or terms of reference (TORs). These roles and responsibilities must be reviewed annually or in line with the TORs.
- Trustees must inform the President if they feel they are unable to complete their responsibilities or their role as a Trustee.

## Trustee’s Obligations

- To take full accountability/responsibility for their assigned roles and responsibilities
- To hold each other to account
- Not take payment for work as a Trustee – if work is completed for the Charity/Limited Company that is payable i.e. consulting, training etc., this must be performed in line with AfPP’s policies and processes and Charity Commission requirements
- To act with ambition and passion
- To be reliable and act in line with agreed timescales
- To work collectively as a team – achieving collective responsibility
- To have a sound knowledge of the purpose of the organisation
- To be an ambassador for AfPP when on AfPP duty or working as a consultant or trainer for AfPP Charity/Limited
- Never bring the charity into disrepute through their own actions or omissions
- Treat any information and knowledge about AfPP business, clients, sponsors, other Trustee with confidence and care

Signed by .....

Please print name .....

State role within AfPP .....

Date .....

April 2016