

AfPP Trustee

Role Description / Terms of Reference



Purpose

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, ensuring its mission is fulfilled, its legal and regulatory obligations are met and its financial integrity is maintained. The Trustees are stewards of the charity's resources and must act in the best interests of the charity, its beneficiaries and stakeholders.

Role and Responsibilities

The Trustees have the following key responsibilities:

- **Governance:** Ensure the charity operates in accordance with its governing documents and within legal and regulatory frameworks.
- **Strategy:** Set the charity's strategic direction and monitor performance against objectives.
- **Financial Oversight:** Ensure proper financial management, including approving annual budgets, monitoring expenditure and ensuring that funds are used effectively and responsibly.
- **Risk Management:** Oversee the charity's risk management processes, ensuring that key risks are identified and mitigated.
- **Compliance:** Ensure compliance with relevant laws and regulations, including charity law, health and safety, employment law and data protection.
- **Leadership and Governance Oversight:** Ensure effective governance practices are followed and support the President in overseeing the CEO's performance and the charity's strategic direction.

Trustee Duties

Each Trustee is expected to:

- Act in the best interests of the charity and its beneficiaries.
- Attend all Board meetings and prepare for meetings by reviewing relevant materials.
- Participate in Board discussions and decision making processes.
- Uphold the charity's values and ensure ethical standards are maintained.
- Safeguard the reputation and assets of the charity.
- Ensure the charity complies with all relevant laws, regulations and charity specific requirements.
- Declare any conflicts of interest and act transparently.

Time Commitment

The role typically involves a flexible commitment of around 22 days over the course of the year, with time spread across meetings, preparation and ongoing engagement (excluding travel).

Composition of the Board

- The Board shall comprise no more than six Elected Trustees and up to four Non-Elected Trustees.
- Trustees will be appointed for an initial term of three years, with the possibility of reappointment for a further three years, subject to performance and succession planning.
- The President and President Elect will be elected by the Board.

Board Meetings

- The Board will meet at least three times per year, with additional meetings scheduled as required.
- A quorum for Board meetings shall be four Elected Trustees, one Non-elected Trustee and CEO or deputy.
- Trustees will receive an agenda and supporting papers prior to each meeting and minutes will be taken and circulated to Trustees for review.
- Board meetings will be held in person. Additional meetings will be held virtually if required.

Committees

- Trustees will chair sub-committees or task groups as agreed with the Board and provide minutes and updates at board meetings.
- Ensure a transparent and inclusive process for selecting new trustees and committee members.
- Represent the Board's position when speaking publicly, attending events or writing on behalf of the organisation, with prior consent from the President and CEO.
- Adhere to AfPP's code of conduct at all times.
- Provide professional insights or 'perioperative intelligence' to the CEO or deputy, offering expert advice to support the organisation's activities.

Conflicts of Interest

- Trustees must declare any personal or financial interest in matters discussed at Board meetings. Trustees must not vote on any matter where they have a direct or indirect financial interest.

Induction and Training

- New Trustees will receive an induction, including an overview of the charity, its operations, governance, and financials.
- Trustees are expected to engage in regular training and development to ensure they understand their roles and responsibilities and remain up to date with best practices in governance.

Performance and Evaluation

The Board will periodically evaluate its own performance, including that of individual Trustees, to ensure effective governance. The evaluation process will identify areas for improvement and inform decisions about Trustee recruitment and training.

Review of Terms of Reference

These Terms of Reference will be reviewed annually by the Board to ensure they remain relevant and effective. Any amendments to the Terms of Reference will require Board approval.

Duration and Termination

- A Trustee's term of office may be terminated by resignation, removal by the Board, or due to incapacity.
- Trustees are expected to serve their full term, unless there are exceptional circumstances.

Version	Date	Change	Author	Responsibility	Review Date
1	Feb 25		Sarah Grady	CEO / President / Trustees	January 2026