Trustee Board
Role Descriptions
Role Description
Trustee and president

Accountable to the membership of the association

Background

The trustee board is responsible for setting the strategic aims, objectives and direction of the charity and to oversee the operational delivery of the association through the chief executive officer. The legal responsibility for management remains with the trustees.

The role of trustee and president (the role) of the Renal Association (RA) is to provide strategic leadership in line with the RA's policy and objectives. To use knowledge, skills and experience to ensure that the RA achieves its charitable objectives and to represent the interests of all stakeholders and to act as an ambassador for the charity. The role is critical to the governance and operation of the RA. The post holder is the lead in the development of the three-year plan to deliver on the objects of the RA. To achieve this they are supported by:

- All other trustees who bear equal responsibility (some with a financial background)
- The chief executive officer (CEO) for all aspects of management and delivery
- External expertise
- External accountants with expertise in the charity sector
- External auditors who provide assurance to the RA.

Appointment process

- The role is open to any member of the RA in good standing
- The role is advertised to the membership seeking expressions of interest
- The role is elected following a ballot of the membership, the person gaining the majority of votes is appointed.

Term of office

The role is appointed for a maximum term of office of five years in total which shall comprise of: one year as president-elect, followed by two years as president (which may be extended by one additional year with the agreement of a majority of trustees), followed by two years as immediate past president (which shall be reduced to one year in the event that the two year term as president is extended by one additional year); following which she or he shall not serve again in this office.
Duties of the role

Committees

• Chairs the Renal Association trustee board meetings
• Chairs the Renal Association council
• Ex officio member of all RA committees.

Delegated responsibilities

As trustee

• Subject to the Articles, the trustees are responsible for the management of the association’s business, for which purpose they may exercise all the powers of the association
• Safeguards and promotes the RA's good name, reputation, objectives and values
• Responsible for directing and developing the RA's strategic plan ensuring that its values are represented
• Supports, constructively challenges and motivates the CEO and other staff
• Evaluates performance against strategic aims
• Scrutinises board papers, leads discussions, focuses on key issues, provides advice and guidance on new initiatives
• Ensures effective governance and efficient administration of the RA and its financial stability and legal compliance within the Charity Commission’s regulatory guidelines
• Has oversight of remuneration and the compensation and benefits paid to all staff
• Oversees the financial health of the charity, ensuring that the RA has sound systems of internal control and risk management and reviewing the financial and commercial impact of any new or revised activity
• Approves strategic plans, budgets, reserves policy and position and authorisation limits and ensures that the association has the resources to achieve its aims
• Protects and oversees the portfolio of investments of the RA and ensures that it invests its funds with due diligence
• Represents the Board at functions and events or delegates this where required
• Networks internally/externally to the association, acting as a RA ambassador representing the values of the association and upholding its reputation to win support by informing on the RA’s activities and issues that affect the charity’s work.
As president

- Responsible for the development of the RA’s three-year plan
- Agrees what is to be delegated to each trustee and the CEO and how issues are to be reported back to the board for resolution
- Along with the treasurer and supported by the CEO, oversees the development of the financial plan to deliver the RA’s strategic plan
- Supported by the CEO, past president, honorary secretary and through the governance and nominations committee, ensures governance structures and processes are in place
- Through the agreed business planning process, holds the CEO and volunteers to account for the delivery of agreed objectives.

As chair of the board of trustees

- Supported by the CEO and the collective responsibility of the trustees, the chair leads the board to
  - Ensure the good functioning of continuous development of the board so it can exercise its functions
  - Oversee delivery of the RA’s three year strategy
  - Ensure the governance structures and processes are in place
  - Hold the CEO and volunteers to account for delivery of agreed objectives
  - Ensure that all risks are identified and that mitigations are in place.

External links

Hartley Fowler – Renal Association auditors

Evans & Partners – Renal Association accountants

GOV.UK The Essential Trustee: what you need to know, what you need to do (CC3)

Charity Commission