

Brighton Yoga Foundation

Trustee Job description

Duties of a Trustee

All Trustees share the same core duties. Trustees must act as a group, not as individuals. Together their core duties are to:

1. **Ensure BYF is carrying out its purposes for public benefit.** This means:
 - a. Understanding the charity's objects as set out in the memorandum and articles.
 - b. Setting strategic direction, approving strategic plans and policies to fulfil the objects.
 - c. Ensuring the charity is not spending money on activities which are not included in the objects.

2. **Comply with BYF's memorandum and articles and the law.** This means:
 - a. Reading the memorandum and articles; and any standing orders.
 - b. Taking reasonable steps to familiarize themselves with legal requirements – particularly charity and company law - reading relevant guidance or taking appropriate advice when needed.
 - c. Abiding by any scheme of delegation.
 - d. Appointing new trustees
 - e. Raising concerns if they feel the charity is not complying, or at risk of not complying, with its memorandum and articles or the law.

3. **Act in BYF's best interests.** This means:
 - a. Making decisions which will best enable the charity to carry out its purposes.
 - b. To uphold all decisions made by the Board
 - c. Making balanced and adequately informed decisions, thinking about the long term as well as the short term.
 - d. Avoiding putting themselves in a position where their duty to BYF conflicts with their personal interests or loyalty to any other person or body.
 - e. Not receiving any benefit from BYF unless it is properly authorized and is clearly in BYF's best interest. This applies also to anyone who is financially connected to them, such as a partner, dependent child or business partner.
 - f. To maintain appropriate confidentiality
 - g. Abiding by Nolan principles of public life

4. **Manage BYF's resources responsibly.** This means:
 - a. Acting responsibly, reasonably and honestly.
 - b. Approving the financial strategy and annual budgets to ensure financial stability.
 - c. Ensuring proper investment of funds.
 - d. Setting and overseeing a risk management policy.
 - e. Not over-committing BYF.
 - f. Complying with any restrictions which donors place on spending their donations.

- g. Ensuring appropriate procedures and safeguards are in place to manage resources responsibly.
- h. Overseeing the recruitment, appointment and management of volunteers, freelance and other BYF staff.
- i. Approving the Annual report and accounts and receive the Auditors' report

5. Act with reasonable care and skill. This means:

- a. Using reasonable care and skill, making use of their skills and experience and taking appropriate advice when necessary.
- b. Giving enough time, thought and energy to the role.
- c. Preparing for, attending and actively participating in Board meetings
- d. Participating in Board development processes including governance reviews, appraisals, skills and diversity audits, induction and training.
- e. Safeguard BYF's reputation and promote its vision, mission and values

6. Ensure BYF is accountable. This means:

- a. Ensuring BYF is complying with statutory accounting and reporting requirements to the Charity Commission, Companies House, HMRC and other relevant regulators.
- b. Ensuring appropriate accountability to members and beneficiaries.
- c. Approving the *strategic and* business plan, agreeing targets and evaluating its performance against them.
- d. To participate in the Trustee appraisal process when necessary

In addition to the above collective duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which they have particular expertise.

Time commitment

Trustees are expected to:

- Prepare for and attend all Board meetings. These are held four times a year – in person or virtually.
- Attend an annual awayday
- Additional Board meetings may be called to address emergency issues.
- Complete an induction programme

Trustees will also be asked to:

- To take on a specific role on the Board
- To take on occasional practical and organisational tasks for the Board
- To take on occasional line management responsibilities for volunteers, freelance or other staff working for BYF

Term of office

In accordance with Articles of Association – appointed for a three-year term. The person may be reappointed by the Board for a further two terms. The maximum period is nine years.

Remuneration

The role is unpaid.

Person specification

Personal qualities

- Commitment to BYF's mission and values.
- Ability to work as part of a team *and* a willingness to offer constructive challenge and accept collective responsibility for the Board's decisions.
- Commitment to equal opportunities and the promotion of diversity.
- Independence of thought and judgement.
- Integrity.
- Willingness and ability to devote the appropriate time to Board duties.
- Openness to appraisal, learning and development.

Aptitude and skills

- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a BYF Trustee.
- Ability to evaluate and interpret information.
- Ability to think strategically and differentiate between strategy and operations.
- Ability and willingness to challenge fellow Trustees and senior management constructively.
- An understanding of issues affecting Yoga in Brighton & Hove and surrounding area.

Specialist expertise

Trustees should also be able to offer expertise in at least one area required by Board.

Essential legal requirements

All Trustees must comply with charity law regarding trusteeship. This means they must be at least 16 years old and they cannot be a Trustee if have an unspent conviction for an offence involving dishonesty or deception (such as fraud); are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor; have been removed as a company director or charity trustee because of wrongdoing.