

ALCOHOL EDUCATION AND RESEARCH COUNCIL

TRUSTEES' JOB DESCRIPTION AND PERSON SPECIFICATION

1. What it Means to be a Trustee

The AERC is a registered charity and its Trustees have a duty to ensure that AERC meets all of its obligations under charity law. This includes the proper care of the charitable funds that have been vested in it.

The AERC is also a Non Departmental Public Body, meaning that the Trustees have responsibility to the Government in the way that they appoint fellow trustees and conduct and audit their affairs.

The Trustees must also ensure compliance with other legislation that is relevant to the management of small organisations e.g. employment law, health and safety legislation or equality and diversity laws.

However, just as important as their legal obligations, is the collective responsibility of Trustees to lead the development and implementation of AERC's strategies and to monitor its performance and for individual Trustees to take an active part in the day-to-day work of the organisation.

2 . The Formal Duties and Responsibilities of Trustees

The AERC's governing document is the Licensing (Alcohol Education and Research) Act 1981. Trustees should familiarise themselves with this document. It sets out how the AERC is to be run.

The following are formal duties conferred on the Trustees by the Act and by the Charity Commission:

- a) to help protect the property and interests of the AERC
- b) to give time to the administration of the AERC and take an active part in running it
- c) to understand the purpose of the AERC and the way it works
- d) to keep proper records and accounts and to be generally aware of the AERC's financial position, preparing a formal statement of accounts every year
- e) to meet fellow Trustees and to find out about the AERC

- f) to help ensure that all necessary statutory returns are submitted to the Charities Commission on time
- g) to act reasonably and prudently in all matters
- h) to avoid letting their personal prejudices affect their conduct as a Trustee

3. Additional Duties and Responsibilities

The following duties have been adopted locally by the AERC to ensure that Trustees can play a full and proper role in managing the organisation:

- b) to abide by the AERC's policies such as those on equal opportunities, health and safety, code of conduct, gifts and hospitality, confidentiality etc.
- c) to achieve at least 75% attendance at Board meetings
- d) to adhere to a personal work plan and to contribute to the board's performance indicators, as set out in the current Business Plan
- e) to undertake training at least once a year and to participate in an annual development appraisal
- f) to join one or more of the sub-committees or advisory panels, according to the individual's skills and experience
- g) to attend, as far as possible, AERC events or represent the AERC at other events
- h) to actively help raise funds by utilising personal and professional networks
- i) to actively promote the AERC's membership scheme
- j) to actively promote the AERC amongst potential donors, grant beneficiaries or other supporters
- k) to actively encourage non-Trustees with the right skills or experience to join the sub-committees or advisory panels

- l) to recognise the role of the staff and understand the extent of the Trustees' powers to delegate to them
- m) as far as possible, to be available to offer advice and support to other Trustees and staff as well as for the purposes of carrying out day-to-day duties such as the signing of AERC cheques
- n) to respond to all AERC correspondence within 14 days of receiving it, where practical
- o) to consider making a donation to the AERC, as a demonstration of their commitment

4. Person Specification for Trustees

Individual Trustees need to exhibit the following:

- Commitment to the vision and mission
- Ability to work effectively as part of a team

Collectively, the Board needs to have the following skills and knowledge. Whether it does so is reviewed regularly. Before they are appointed, prospective Trustees will have to show how they can help to fill any currently identified gaps in skills and knowledge. This will be achieved through interview.

Fundraising

inc. fundraising strategies/ plans/ campaigns; networking with 'wealthy' people, business leaders, leaders from public bodies or senior legal or accounting professionals; applying for grants from trusts, national lottery etc.; knowledge of public funding streams; personal commitment to give

Organisational development

inc. business plans and strategies; change management

Awareness of Alcohol Issues

inc. knowledge of prevention literature; knowledge of psychological and social models of change; ability to judge the methodology of a randomised controlled trial; knowledge of measures of alcohol consumption and alcohol related harm; ability to judge qualitative projects; knowledge of community approaches; experience of policy making and policy research; knowledge of Public Health approaches; knowledge of treatment literature; knowledge of psychological and physiological effects of alcohol; psychiatric practice in relation to alcohol harm

Grant-Making

inc. grant-making practices in other organisations; assessment and scoring of applications; outreach and support techniques

Finance

inc. treasurer role; investment management; budgeting/ financial planning; audit; pensions

Human Resources

inc. appraisals; disciplinary and grievance procedures; recruitment/ interviewing; training strategies; personnel management

The Law

inc. health and safety law/ risk assessments; equal opportunities (inc. disability, race and sex discrimination); employment law; charity law; contract law

Marketing, Communications and PR

inc. marketing & PR strategies and plans; working with the media; has press contacts; producing promotional materials; public speaking

The following people will not be appointed as a Trustee of the AERC and will be removed from office should they fall into any of these categories during their term of office (subject to Secretary of State approval):

- a) anyone under the age of 18
- b) anyone who, for a period of 6 months beginning not more than 9 months previously, and without consent of trustees, fails to attend Board meetings
- c) anyone who has been convicted of an offence (such as deception or dishonesty) that in the view of the Secretary of State makes it unfitting for them to be an AERC Trustee, unless the conviction is spent
- d) anyone who is an undischarged bankrupt or who has made arrangements with their creditors
- e) anyone who has previously been removed from the Board of a charity by the courts or the Charity Commissioners
- f) anyone who, by reason of physical or mental illness, or for any other reason, is incapable of carrying out their duties

Policy reviewed February 2010