Trustee role description and person specification

What it means to be a trustee of the Society

The Society is both a registered charity and a company limited by guarantee. You are therefore both a trustee and a company director and are responsible for ensuring that the Society is governed in accordance with both charity and company law.

The formal duties and responsibilities of trustees

The governing documents

The Society's governing document, the Articles of Association, together with the Byelaws adopted under the Articles, set out the formal duties and responsibilities of the trustees. You should familiarise yourself with these documents.

General duties and responsibilities

The following is a high-level summary of the general duties, conferred on the trustees by charity and company law:

- ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- ensuring that the organisation complies with its governing document (i.e. its articles of association and byelaws), charity law, company law and any other relevant legislation or regulations
- ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- ensuring that the organisation defines its strategy and goals and evaluates performance against agreed targets
- safeguarding the good name and values of the organisation

- ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- ensuring the financial stability of the organisation
- protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Officer

Additional duties and responsibilities

The following have been adopted by the Society to complement the formal duties and responsibilities above:

- abide by the Society's policies and procedures
- join one or more of the sub-committees or advisory panels, according to your skills and experience
- encourage non-trustees with the right skills or experience to join committees or advisory panels
- be available to offer advice and support to other trustees and staff and to carry out day-to-day duties, such as the approval of payments
- endeavour to attend all board meetings (missing three consecutive meetings could result in you being asked to vacate your position)
- endeavour to attend the Society's events when invited to do so
- represent the Society at events and actively promote the Society amongst its key audiences
- respect the role of the staff and understand the extent of the trustees' powers to delegate to them

Person specification for trustees

General requirements

All trustees need to exhibit the following:

- a commitment to furthering the purpose and strategy of the Society
- a commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- a willingness to devote the necessary time and effort to the role
- expertise in an area that is important to the achievement of the purpose and strategy
- respect and influence within networks that are important to the achievement of the purpose and strategy
- an ability to think strategically
- an ability to work as part of a team and respect the nature of collective decision-making
- impartiality and fairness
- an ability to respect confidences
- a willingness to contribute individual skills, knowledge, and experience without acting as representative of any external interest

Skills, knowledge, and experience

The Society has determined that, collectively, its trustees need to have one or more of the following types of skills, knowledge, and experience:

- academic research relating to addiction
- business management and/or networks within the corporate world
- clinical or medical practice relating to addiction
- development of public health policy and/or practice
- marketing and communications
- finance (charity and/or other relevant practice)
- governance

Expected time commitment

- three full days per year to prepare for and attend full board meetings
- two full days per year for the SSA Annual Conference
- two to four hours per month to prepare for and attend sub-committee meetings
- two to four hours per month non-meeting work on SSA activities

Exclusions

You cannot be a trustee of the SSA if you are:

- under 18 years of age
- disqualified from acting as a trustee