



**Trustee Board Member**  
**Role Description and Person Specification**

|                     |                                  |                        |                 |
|---------------------|----------------------------------|------------------------|-----------------|
| <b>Organisation</b> | The CAE                          | <b>Main Office</b>     | Swansea         |
| <b>Salary</b>       | Unpaid/Voluntary + Expenses paid | <b>Time Commitment</b> | 4 meetings/year |

**Background**

[The CAE](#) is a South-Wales based organisation working to support ethnically diverse communities to thrive. Our vision is to ensure that the most marginalised groups in our region are inspired and empowered to succeed. We work to tackle problems of poverty and inequality, enabling these individuals through enterprise, employment and holistic support.

**Who are the charity's trustees?**

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity.

At its simplest, the role of the trustee board is to receive assets from funders and donors, safeguard them and apply them to the charitable purposes of The CAE. The trustee board must always act in the best interests of the organisation, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

**Duties**

The duties of a trustee board member are to:

- ensure that The CAE complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
- ensure that The CAE pursues its objects as defined in its governing document
- ensure The CAE applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be contribute actively to the board of trustees by giving firm strategic direction to The CAE, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of The CAE
- ensure the financial stability of The CAE

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees 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 the trustee has particular expertise.



### **Minimum Time Commitment**

Trustees are expected to attend an induction session at The CAE prior to their first board meeting.

Trustees are expected to attend all board meetings. Board meetings are held four times a year.

Papers are distributed one week in advance of meetings.

Trustees are expected to attend training sessions as organised by The CAE

Trustees may be asked to join board committees, which meet twice a year.

Trustees can claim out of pocket expenses incurred in travelling to meetings.

### **Person Specification**

Each trustee must have:

- a commitment to the mission of The CAE
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of The CAE.

The board of trustees collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- public policy and public affairs
- national and local voluntary sector
- national and local government and statutory bodies
- digital strategy
- trading subsidiaries and social enterprise
- human resource management
- volunteering management and brokerage
- funding/foundations
- collaborative partnerships
- social investment and impact

### **General Requirements**

- Must be at least 18 years of age
- Must be willing to undertake a Basic DBS Check

You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Reasons for disqualification include if you:



- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt, or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

For more information on more general responsibilities and requirements of a trustee, please read [this guidance](#) from the Charity Commission.

### **Contact Us**

If interested in hearing more about being a trustee with us or applying, please contact us on [info@caentr.org](mailto:info@caentr.org).

To find out more about our work, please visit our website [www.caentr.org](http://www.caentr.org).