

Role description: **Trustee (Board of Governors)**

PURPOSE:

Trustees, whether elected, appointed or co-opted onto the Board of Governors (the governing body of BACP) ensure that the activities of BACP are properly monitored and delivered, within financial probity, and are within the charitable aims, objectives and policies of BACP.

RESPONSIBLE TO:

The members of BACP and the Charity Commission.

Overview

Trustees are responsible for the development of BACP's overall strategy and policy. Together with the Chief Executive Officer (CEO) and the Chief Operating Officer and Deputy Chief Executive (COOaDCE), you'll ensure the delivery of BACP's activities meet its strategic intents. You'll not represent any faction, interest group, forum, division, context or therapeutic modality. As a Trustee, you are answerable to the members of BACP and the Charity Commission and your focus, as a charity Trustee, as required by law is on three key areas:

- Achievement of BACP's mission within its charitable objects;
- Ensuring probity, particularly financial probity, in the management of BACP's activities;
- Development of policy and strategy, and monitoring their implementation.

Term of office

Elected and Appointed trustees hold office for three years from the close of the Annual General Meeting (AGM) at which their election or appointment is declared; to the close of the third AGM thereafter (or shorter as the Board of Governors may prescribe to secure rotation and/or as laid out in the Articles of Association and Standing Orders.) Co-opted trustees only serve until the next AGM following such co-option.

General responsibilities

The **statutory duties** of a Trustee are:

- To ensure BACP complies with its governing document, Charity law, Company law and other relevant legislation or regulations.
- To ensure BACP pursues its objects as defined in its governing document (Articles of Association).
- To ensure BACP uses its resources exclusively in pursuance of its objects, the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute appropriately to providing strategic direction to BACP.
- To safeguard the good name and values of BACP.
- To ensure the financial stability of BACP.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

In addition to the above, Trustees should use any specific skills, knowledge and experience they possess in support of BACP and its leadership team to reach sound decisions. These include:

- To act as an ambassador and advocate for the Association and the counselling professions.
- To work with the Chair and Deputy Chair to ensure good governance.
- To work with the CEO and COOaDCE to develop and drive strategic aims.
- To represent the Association and its members to wider stakeholder groups.
- To attend and/or speak at BACP and non-BACP events, representing the counselling professions community, addressing related issues and concerns.
- To communicate with BACP's members as invited.

Carrying out the role

Trustees are expected to:

- Understand the charity's purpose as set out in BACP's governing documents.
- Raise matters or concerns as to the governance of BACP.
- Attend Board of Governors meetings fully prepared having scrutinised papers and documentation (Board meetings are held over two days (usually Thursdays and Fridays during March, June, September and December annually). Where possible, Board dates are set 12-18 months in advance to support attendance).
- Take an active part in cabinet responsibility and decision making.
- Formulate and approve BACP's strategic aims and imperatives.
- Adhere to and support the governance framework.
- Attend the Annual General Meeting where feasible.
- Represent BACP from time to time at functions, external events and meetings both in the UK and abroad.
- Maintain absolute confidentiality of sensitive/confidential information received in the course of the Trustee's responsibilities to the charity, unless legally required to disclose.
- Act in the best interests of BACP at all times.
- Observe the code of conduct and procedures as they relate to volunteers.
- Uphold the seven principles which constitute the charity governance code:
 - organisational purpose
 - leadership
 - integrity
 - decision making, risk and control
 - board effectiveness
 - diversity
 - openness and accountability.

Person specification

The Trustee will:

- Be a member of BACP. (Where a Trustee is co-operated, honorary membership can be conferred).
- Be visionary about the counselling professions and/or the efficacy of counselling.
- Have strategic vision and an ability to think creatively; to articulate and support organisational strategy.

- Have good, independent and sound judgement.
- Understand and accept the legal duties, responsibilities and liabilities of their role
- Have experience in committee work/leadership.
- Be willing to devote the necessary time and effort to the Trustee role.
- IT literate: to be able and willing to use technology on Association business.

Remuneration

There is no remuneration attached to this role, however, reimbursement of reasonable expenses incurred in carrying out the role of Trustee will be reimbursed in line with BACP's Business Expenses Policy. Any other remuneration is subject to Charity Commission guidelines and the approval of the Board of Governors.

Additional information

The Charity Commission website is a useful source of additional information.