

Amazing people... doing amazing  
things... everyday



Become an AFG

# Trustee

## **Candidate Job Description and Person Specification – January 2022**

Alternative Futures Group (AFG) Board of Trustees

Alternative Futures Group Ltd, Lion Court, Kings Drive, Kings Business Park,  
Prescot, Merseyside, L34 1BN

# Be part of our amazing team on our Board of Trustees

## Role Information

### General Information about the Role

As a large, successful charity in the North West, but one without a significant public profile, we have often described ourselves as the charity world's "best kept secret".

In order to meet our aims, and drive forwards our ambitions we no longer want to be a secret!

We are proud of what we do and the difference we make in people's lives, and our new strategy includes the aim to raise our profile and elevate our clients' voices in the public sphere.



In order to support our plans and enable and empower our people to do amazing things, the Board is looking to appoint two new Trustees to replace those whose terms have come to an end.

While new Trustees do not necessarily need to have held previous non-executive roles, they will be able to demonstrate a successful track record in wide reaching senior leadership positions.

In order to help drive our organisation forwards whilst maintaining our strong reputation with our regulators and commissioners we are ideally looking for new Trustees with a strong profile and connections to networks across the North West, and the ability to promote and boost awareness of Alternative Futures Group and our philosophy.



# Terms of Appointment

## Terms of Appointment

The term of appointment to the Board is three years, with most Trustees serving two terms, but may be considered for a maximum of 3 terms. Members are appraised annually by the Chair.

**Salary:** Unremunerated, but expenses paid

**Location:** Head Office in Prescott, Merseyside

**Time Commitment:** Upto 6 Board Meetings per year, usually held Wednesdays at 4pm – either digitally or in Prescott.

**In addition, each Trustee will have membership of one of the following committees:**

- Performance Committee: 5 two-hour meetings per year
- Or: Audit and Risk Committee: 5 two-hour meetings per year
- Or: Quality and Safety Committee: 5 two-hour meetings per year
- Or: Appointments and Remunerations Committee: ad hoc

Our Board Meetings are formal but open and friendly, with board papers provided electronically, with a clear agenda and timed discussions. As a group, the Trustees are highly effective at building consensus, with decisions rarely going to a vote.

**You can meet our Board of Trustees and our Executive Team [here](#) and for more information, please visit our [website](#)**



# The Role of Trustee

## Role Profile: Trustee / Non-Executive Director

### Job Purpose

The Board of Trustees is collectively responsible for the overall governance and strategic direction of Alternative Futures Group, including its financial health, the probity of its activities and developing the strategic direction in line with our charitable purpose, our Memorandum and Articles of Association and with legal and regulatory requirements.

### Dimensions

The role of Trustee has 4 key elements:

**Strategy:** trustees should constructively challenge and help to develop proposals on strategy

**Performance:** trustees should scrutinise the performance of the organisation and of management

**Risk:** trustees should satisfy themselves about the integrity of financial information and that the systems of internal control and risk management are robust

**People:** trustees are responsible for developing remuneration policy and for ensuring succession planning for the Board and the post of CEO.

### Principal Accountabilities

- To act as an ambassador for the charity
- To promote the charitable purpose, success and long-term sustainability of the charity
- To ensure that Alternative Futures Group functions within all legal and regulatory requirements, and in line with the organisations governing documents
- To determine the overall direction and development of the charity through good governance and clear strategic planning
- To manage and use the resources of the charity for the beneficiaries both current and future
- To act in the best interests of the charity, its beneficiaries and future beneficiaries at all times
- To ensure robust systems are in place for internal financial control and risk management, protecting both the resources of the charity and its reputation.
- Devote sufficient time and effort to fulfil the role of trustee, including attendance and preparation for Board and Committee meetings, personal development and engagement with our beneficiaries and stakeholders
- To meet their statutory duties as Trustees (Charities Act 2011) and as Directors (Companies Act 2006)



## Statutory Duties

### ***Trustees duties as defined under the Charities Act 2011 are a:***

- Duty of trust
- Duty to comply with the charity's governing documents
- Duty to act in the best interests of the charity, present and future beneficiaries
- Duty to avoid conflicts of interest
- Duty to safeguard assets
- Duty not to benefit from their position
- Duty of care
- Duty to carry out their responsibilities personally (trustee responsibilities cannot be delegated to proxies or personal representatives)
- Duty to act collectively as a member of the Board

### ***Trustees duties as Directors under the Companies Act 2006***

- Duty to act within their powers (as set out in the governing documents)
- Duty to promote the success of the organisation
- Duty to exercise independent judgement
- Duty to exercise reasonable care, skill and diligence
- Duty to declare conflicts of interest
- Duty not to accept benefits from third parties
- Duty to declare an interest in a proposed or existing transaction or arrangement



# The Person Specification

## Person Specification: Trustee / Non-Executive Director

A broad view of diversity is required on the Board including disability, but all candidates will need to demonstrate a range of attributes and be able to meet the legal demands and requirements of the role.

Such candidates may have a specialist knowledge base, experience or skill, but will be able to contribute to the whole agenda.

All appointments will be expected to be capable of working at board level, to contribute at that level and to evidence that they are able to do so. They may not have held board appointments, but they will be able to demonstrate that they have the breadth, the depth, the strategic vision and the ability to do so.

### **In addition, they will demonstrate:**

- A belief that people with disabilities should be supported to live independently, as full citizens: our charitable purpose
- Good interpersonal and communication skills
- The ability to challenge and debate constructively both within the Board and with senior officers
- A commitment to the organisation, its vision, mission and values
- A willingness to devote the necessary time and effort required to fulfil their role as trustee, including Board and committee meetings, personal development and engagement with our beneficiaries and stakeholders
- The ability to think strategically
- Sound, independent judgement
- An ability to think flexibly and/or creatively
- An ability to work effectively as a member of a team

**NB recruitment and appointment will be in line with the terms of reference for the Trustee Appointments Committee, as agreed by the Board, and will follow an analysis of the skills requirements of the Board. Detailed person specifications, based on the skills gap identified, will be developed for each new trustee.**

