



Adult Learning Within Reach

Trustee

- Role Title:** Trustee
- Responsible to:** The Board of Trustees (“the Board”)
- Eligibility:** Any person who has attained the age of 18 years and meets the statutory requirements of company directorship and trusteeship.
- Term of Office:** Appointed to a term of up to four years (renewable to a maximum of eight years), subject to review by the Nominations Committee.

Purpose of the Role

Each trustee is expected to be an active and contributing member of the Board, and to support the collective duty of the Board to set the strategic direction of WEA, and ensure compliance in all areas of legislation, policy and procedure. Trusteeship is a position of public trust, and therefore each trustee of WEA is expected to utilise their personal skills, experience, and knowledge to help lead WEA in the delivery of its charitable object and fulfilment of its mission, vision and values.

Individuals seeking to become trustees of WEA require only a commitment to WEA’s values, and the belief that lifelong learning can improve lives and build communities. WEA provides a programme of induction and training to all trustees and offers targeted support to those taking up their first trustee role.

Statutory Duties

- To ensure that WEA complies with its governing document, charity and company law, and any other relevant legislation, regulations, and sector guidance.
- To ensure that WEA pursues its objects as defined in its Articles of Association.
- To act within the powers conferred on Trustees by the WEA’s Articles of Association, and to exercise those powers only for the purposes for which they are conferred.
- To act in a way which promotes the success of WEA, ensuring that WEA uses its resources exclusively in pursuance of its objects, for the benefit of learners, and with regard to the best long-term interests of the Association.
- To exercise independent judgment, and reasonable care, skill and diligence in contributing to the Board’s collective decision-making.
- Acting together with the Board to give firm strategic direction to WEA, setting overall policy, defining goals, setting targets and KPIs, and evaluating performance against agreed targets and KPIs.
- To avoid conflicts of interest, and to abide by WEA’s declaration of interests policy.
- To safeguard the good name and values of WEA.
- To ensure the effective and efficient administration of WEA.
- To ensure the financial stability of WEA.
- To protect and manage WEA’s property and other assets, and to ensure the proper application and investment of the charity’s funds.

Performance Expectations

- To sit on at least one committee of the Board.
- To attend all meetings of the Board and any committee on which you are a member, unless apologies have been sent in advance.
- To scrutinise the agenda and papers in advance of any meeting, preparing to offer supportive challenge to the executive and peers in relation to business on the agenda.
- To provide guidance and advice on matters in which you have special expertise.
- To undertake individual and collective training in the interest of WEA's commitment to supporting trustees' skills development and up-to-date knowledge.
- To participate in the life of WEA in order to gain insight and understanding of the interests of its beneficiaries, and the services and benefits WEA delivers to them.
- To attend events, functions, and other meetings in the interests of WEA.

Person Specification

Essential

1. Demonstrate a strong passion and commitment to the Association, its strategic objectives, and charitable aims.
2. Good, independent judgment.
3. Ability to work effectively as a member of a team.
4. Strong interpersonal skills, networking and relationship-building abilities, and demonstrable experience of partnership working.
5. Understanding and acceptance of the legal duties and responsibilities of trusteeship.
6. Ability to commit the time required for the role, including for any training.
7. Commitment to equal opportunities and the promotion of diversity.
8. Willingness to undertake a DBS disclosure.

Desirable

9. Experience of operating at a strategic leadership level.
10. Experience of governance and being part of a board.
11. Experience of chairing meetings.
12. Knowledge of relevant sector guidance and statutory frameworks in England and Scotland.

The range of knowledge and experience that may be of benefit to WEA's Board includes (but is not limited to):

- Education (delivery or administration)
- Senior-level experience of the voluntary sector and/or public sector
- Business and commercial experience
- Fundraising
- Finance (recognised qualification)
- Law (recognised qualification)
- Charity administration and/or governance
- Human Resources / Learning & Development / Organisational Development
- Marketing
- Experience as a beneficiary of WEA, or equivalent lived experience

Time Commitment

The expected time commitment of trustees is estimated at c. 2 days per month. Trustees serving on a committee can expect to spend at least 1 further day per month on duties relating to the committee, and more if serving as Chair of the committee.