

Early Education

The British Association for Early Childhood Education

Trustee Role Description & Person Specification

Role: To ensure, jointly with other trustees, that Early Education acts in accordance with its constitution and complies with legal requirements, and to manage its activities in furtherance of the objects set down in that constitution.

Note: Early Education is registered as a charity in England and Wales and in Scotland, and is registered as a limited company in England. Every trustee is also a director of the company and has legal responsibilities and potential liabilities in each capacity.

General responsibilities of the Board

Compliance

1. To ensure that the organisation complies with its Articles of Association and all applicable legislation and regulations including charity, company, employment, equality and health & safety legislation.
2. To ensure that the organisation pursues its objects as defined in its Articles of Association.
3. To ensure the organisation applies its resources exclusively in pursuance of its objects.

Strategy

4. To give firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and monitoring performance against agreed targets.

Governance

5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation, including approving annual budgets and monitoring progress against them, and approving the annual report and accounts.
8. To protect and manage the property and assets of the charity and to ensure the proper investment of the charity's funds.
9. To appoint senior members of staff and monitor their performance.
10. To work in consultation with the Chair, Vice Chair and senior staff to recruit trustees with specific and relevant expertise.

Specific duties of trustees

1. To regularly attend and play an active part in trustee meetings.
2. To scrutinise board and committee papers.

3. To sit on and chair committees and subcommittees as required.
4. To exercise due care and attention and use reasonable skill in dealing with Early Education's affairs.
5. To take the lead in activities where the individual trustee has specific knowledge.
6. To avoid unauthorised conflict of interests.

Trustee person specification

1. Commitment to the organisation with willingness to devote the necessary time and effort to perform an effective role.
2. Strategic vision and ability to think creatively.
3. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
4. Ability to work effectively as a member of a team.
5. Good, independent judgement.
6. Tact and diplomacy, impartiality, fairness and the ability to respect confidences.
7. Good communication and interpersonal skills.
8. Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.