

Role description - Federation trustee

A trustee has overall legal responsibility for the management and control of a charity. Trustees must operate within and ensure adherence to their charity's governing document and all legal and regulatory requirements applicable in the jurisdiction in which their charity operates.

Requirements

- Eligible to undertake the role of trustee ([*see Charity Commission's Essential Trustee*](#))
- Understand the WI's charitable objects and how they benefit the public.

Main functions

- Ensure the federation is carrying out the WI's charitable objects for the public benefit
- Ensure that you and the federation Board of Trustees (BoT) are aware of and comply with the WI's governing documentation: the federation's constitution, charitable objects and the law
- Act in the WI's best interests
- Ensure the federation is accountable and that the charity complies with all reporting and regulatory requirements
- Manage the federation and WI's resources responsibly
- Act with reasonable care and skill and make reasonable decisions based on the information you have.

Principal responsibilities

Ensure the federation is carrying out the WI's charitable objects for the public benefit

- Understand what the federation can and can't do within its purposes
- Understand how the WI fulfils its charitable objects and benefits the public
- Understand what difference your federation is making and be able to articulate this to members and the wider public
- Have a working understanding of the application of the constitution and charitable objects in the daily functioning of the federation
- Understand and be able to appropriately question federation accounts, financial planning, end of year accounts and reporting
- Maintain an awareness of changes to legislation and NFWI policy that may apply to your federation, WIs and members and ensure legislation is implemented in guidance and policy documents that are easily accessible to all
- Support your WIs and members to understand and adhere to NFWI policy and legal requirements.

Act in the WI's best interests

- Able to assimilate information and make informed balanced decisions in the best interest of the charity and its members
- Able to identify and deal with potential conflicts of interest
- Able to question and challenge in an appropriate manner

- Able to accept the majority decision even if you have a differing opinion, and communicate changes consistently and in a unified way
- Ensure the federation is accountable and that the charity complies with all reporting and regulatory requirements
- Understand your responsibility as a trustee to meet legal accounting and reporting requirements
- Able to demonstrate and explain how the federation complies with legislation and ensure it remains effective
- Regularly review key aspects of compliance and ensure the activity of the charity reflects best practice
- Demonstrate accountability to WI members and other parties interested in the WI
- Ensure that staff and volunteers and committees are accountable to the federation Board of Trustees and regularly report on activity
- Identify opportunities to present information to federation members to ensure transparency and a wider understanding of the management of the federation.

Manage the federation and WI's resources responsibly

- Able to identify and manage risk (including awareness of serious incident reporting) to protect federation assets, the WI's reputation and people (members and the public)
- Able to identify and help federation Board of Trustees obtain resources for the benefit of federation activities
- Establish and maintain appropriate processes, procedures and checks
- Understand and manage any land or buildings that your federation may have
- Responsible for staff and volunteers; supporting succession planning and recruitment, enabling a sustainable and active federation.

Act with reasonable care and skill

- Use your skills and experience to deliver the charitable objects and benefit the federation and WI members
- Aware of limitations of self and Board of Trustees and understand when to seek advice
- Source technical and specialist advice as required
- Support and prepare for all meetings, enabling active participation in the meeting
- Actively obtain information to assist your understanding of the federation's financial situation and to support management tasks
- Respond in a calm and professional manner when operating under pressure
- Ensure effective day-to-day management while retaining a focus on the long-term sustainability and growth of the charity.