

Board of Trustees

“Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.” CC3 – The essential trustee

About A4R

We are a charitable company, formally registered as Brent Private Tenants’ Rights Group (charity number 1051979; Company Reg 2436887) We were established in the 1980s when private tenants came together to call for better rights and living conditions. We remain a membership body.

In 2016-17 we undertook a major staff re-structure in an effort to maximise our fee-earning capacity under our contract to provide legal aid.

Now that the changes have bedded down, the Board is currently preparing a new Business Plan and is reviewing our strategic priorities to progress the Plan. We envisage our Treasure playing a lead role in this, as we review the balance and diversification of our income streams.

Role Descriptions

ALL TRUSTEES

Trustees are responsible for a number of tasks. These fall into two main groups:

- ensuring legal duties are fulfilled
- overseeing the strategic direction and management of the organisation

Tasks to fulfil legal duties

1. To ensure that A4R pursues its objectives as set out in its governing document – the Memorandum and Articles
2. To have read and understood the Memorandum and Articles
3. To act at all times in the interests of the beneficiaries/members of A4R
4. To understand the legal responsibilities of the Board
5. To make sure that the organisation acts within the law: as an employer, in respect of equal opportunities, meeting health and safety requirements, as a company, etc
6. To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation
7. To make sure that money is spent for the purposes for which it was given
8. To ensure that the organisation accounts for its activities to its funders, its members, the local community and others as required
9. To work jointly with the other trustees
10. To ensure that the organisation manages its affairs reasonably and properly
11. To work in the interests of the organisation, and not for personal gain
12. To ensure that the Board takes proper professional advice on matters in which it does not have competence

Strategic direction and management

Vision and direction

1. To understand and be committed to the vision, mission and ethos of A4R. To ensure that the organisation pursues its vision, mission and ethos.
2. To take part in and regularly review A4R's strategic aims
3. To monitor and review the effectiveness and implementation of A4R's Business Plan

Financial duties

4. To agree an annual budget
5. To read and understand the financial information about A4R's services and to ensure the finances are sound and properly managed.
6. To ensure that resources are used efficiently and economically

As an employer

7. To ensure that the organisation is a good employer of its paid and voluntary staff.
8. To appoint the Chief Executive
9. To supervise and support the Chief Executive (A4R's Chair normally takes on this role) and ensure other staff and volunteers are properly supervised

Evaluation

10. To monitor and evaluate A4R's work on a regular basis. This includes receiving reports from staff and receiving feedback from members and service users
11. To review A4R's key policies and practices

Insurance

12. To make sure that A4R is properly insured against all reasonable liabilities

Assets

13. To make sure that any premises and equipment are properly looked after.
14. To ensure that any investments and cash balances are managed properly

To be effective

15. To work with the other members of the board to form an effective governing body for the organisation
16. To follow the trustee's Code of Practice at all times
17. To attend meetings and to read papers in advance of meetings
18. To attend any sub-committee meetings, task groups or one-off meetings as appropriate
19. To contribute specific skills, interests and contacts to support A4R
20. To participate in other tasks that arise from time to time, such as: interviewing new staff, helping with appeals and fundraising
21. To keep informed about A4R's activities and the wider issues which affect our work
22. To maintain good relations with senior staff
23. To ensure that A4R is effectively managed and gets its work done

TREASURER

The overall role of the Treasurer is to maintain an overview of A4R's financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

The tasks of the Treasurer include:

1. presenting financial reports to the Board, including projected cash-flow
2. keeping the Board aware of its financial responsibilities
3. ensuring that A4R's accounts are prepared in a suitable format
4. ensuring that the accounts and financial systems are audited or independently examined as required by law
5. liaising with the accountant, auditors/independent examiners as necessary
6. ensuring that the organisation has an appropriate reserves policy
7. advising on the financial implications of A4R's strategic plan
8. ensuring that the organisation has an appropriate investment policy
9. monitoring any investment activity and ensuring its consistency with A4R's policies and legal responsibilities
10. contributing to A4R's fundraising strategy
11. ensuring that A4R's Risk Matrix is regularly reviewed and alerting the Board to High Risks
12. Signing official documents such as funding contracts and the statutory accounts