

JOB DESCRIPTION

POST: Members
RESPONSIBLE TO: Board of Members
LOCATION: East Anglia/Norwich

Purpose

Members hold the Trust board to account for the effective governance of the trust. They are responsible for:

- Ensuring that the Academy Trust's charitable objective – which for most trusts can be summarised as 'advancing education for the public benefit' – is being fulfilled
- Assessing if the Board of Trustees is performing well and if not, taking suitable action.

Main Tasks and Responsibilities

Members should not routinely attend Board of Trustees meetings, but they do need to be kept informed to remain confident that Trustees are governing well. This may be achieved by sending termly updates via email, for example. Members should also be provided a report on the quality of governance at the AGM.

Members do not:

- Tell Trustees how to run the trust
- Set the trust's vision or strategy
- Set the trust board's agendas and/or priorities
- Appoint or performance manage the senior executive leader

Articles of association:

1. Approving, by special resolution, amendments to the Trust's articles of association (usually initiated by Trustees)
2. Changing, by special resolution, the name of the organisation (usually initiated by Trustees)

Appointing Members and Trustees:

1. Maintaining an appropriate number of Members with the required skills and experience appointing additional or replacement Members.
2. Appointing Trustees where required.
3. Removing Trustees if necessary.

Appointing and removing auditors (as per the Companies Act 2006):

1. Appointing independent auditors under a written contract
2. Removing auditors where necessary

Receiving the annual report and accounts:

Receiving and reviewing the annual report and accounts presented to Members at the AGM (Note that Members do not approve the annual report and accounts; this is the role of Trustees).

Directing the Board of Trustees:

Directing the Board to a specific course of action in exceptional circumstances, including by special resolution – for example, where there is a serious breakdown in the governance of a Trust

Dissolving the Trust:

Members can (in conjunction with the DfE) dissolve the Trust – this could be because the Trust is failing, or it is merging with another Trust.

Person Specification, Skills and Experience

1. Understanding what good governance entails is essential for fulfilling the role of a Member.
2. Members should possess knowledge and experience in governance, have a clear understanding of the organisation's charitable aims, and be willing to take action when necessary.
3. There should be no conflicts of interest; Members must not be employees of the Trust or hold any other voluntary positions within it.
4. Members should maintain independence from the Trust board, enabling them to hold the board accountable.

Personal attributes

1. The highest degree of personal and professional credibility to engender trust and inspire external stakeholders.
2. High intellectual aptitude, independence of thought and judgment with a willingness to accept and promote democratically made decisions of the Members irrespective of personal opinion.
3. Politically astute.
4. Exemplary interpersonal skills, with the ability to engage people of all ages, levels, backgrounds and disciplines.
5. An appreciation of the complexities of seeking funding from a multiplicity of sources.

Terms of appointment - none

Expenses - the role is non-remunerated, but reasonable travel, subsistence and accommodation expenses are all reimbursed.

Time commitment - You will need to be available for an average of 15 - 20 hours per year.