



Appointment of trustees

Information Pack

January 2021



Family Fund
Helping disabled children

To find out more about how Family Fund supports tens of thousands of families every year, visit: www.familyfund.org.uk

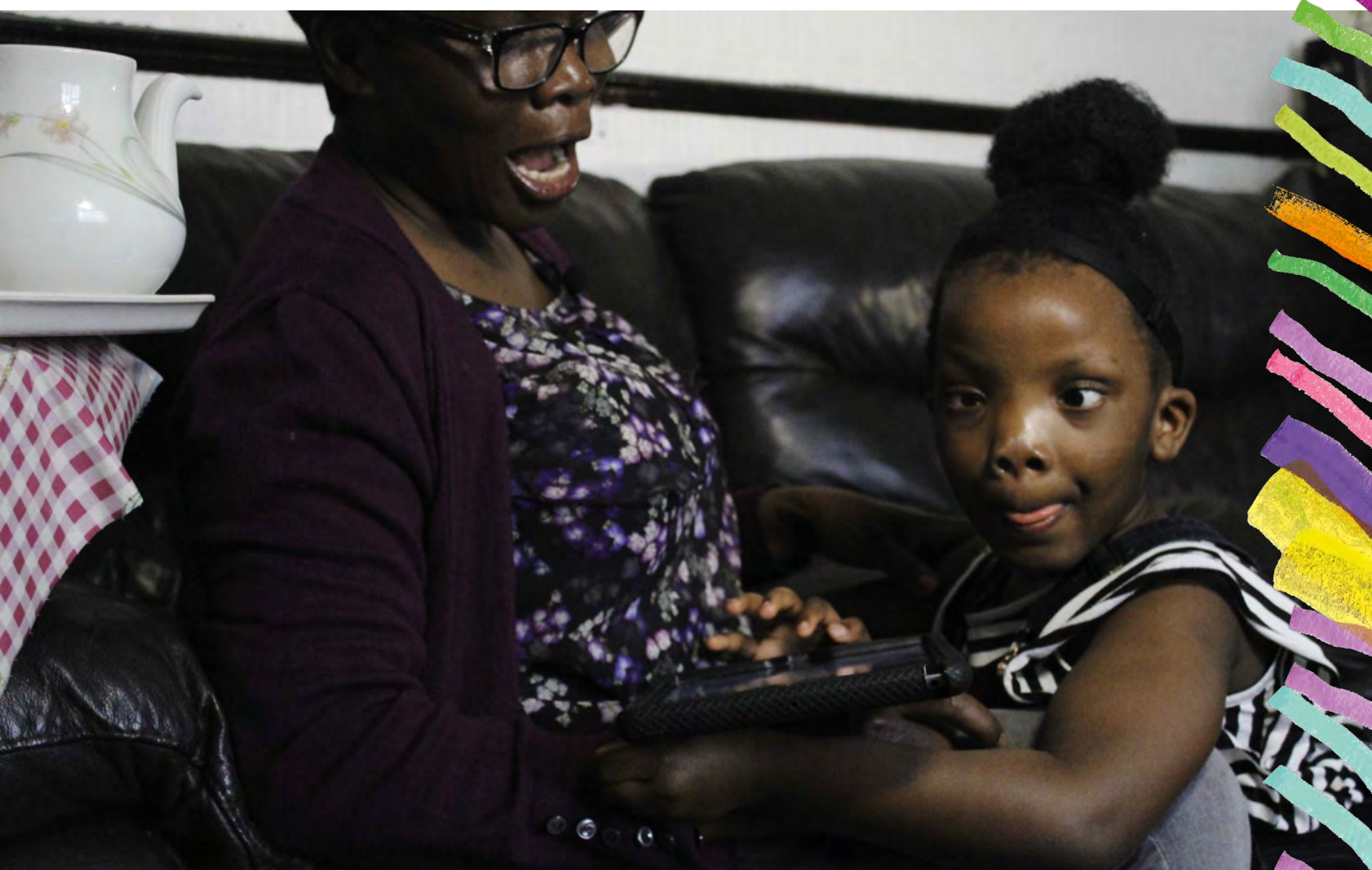
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460

Contents

Welcome from the Vice Chair.....	2
Who we are.....	3
Our strategy.....	4
Delivering our strategy.....	6
Joining us as a trustee.....	7
Meet some of our trustees.....	8
Trustee role and responsibilities.....	10
Application process.....	12
The liabilities of trusteeship.....	13
Trustees' standards.....	14
Trustee role description.....	17



Welcome from David Braybrook, Vice Chair of Trustees

Thank you for your interest in becoming a trustee of Family Fund, a charity that for 48 years has provided essential grant support and information to families on low incomes raising disabled or seriously ill children and young people.

Today, our support is needed more than ever. The impact of the pandemic has increased pressure on families raising disabled or seriously ill children and young people, and is having a lasting negative impact on the financial, mental and emotional wellbeing of parents, carers and their children. It will be a long recovery for many, and that is why our support and our strategy is more important than ever.

We are in year four of our five-year strategy, #help150000, which is ambitious and innovative, but retains the focus on practical financial support that families continue to need and expect from us – support that in times of need, can be a lifeline.

Due to a number of trustees reaching the end of their term, we are looking to recruit two exceptional individuals to join our Board. Details of the skills and experience we are seeking are set out on page seven.

Trustees at Family Fund play an active role in governing the charity and its trading subsidiary and are responsible for setting vision and strategic priorities, and for ensuring that the charity complies with legal, charitable and financial requirements.

This pack includes information about the organisation, the role of trustees and the appointment process.

I hope you will be attracted to this exciting challenge, and the opportunity to join our charity and work together with us to make a difference to the lives of tens of thousands of disabled and seriously ill children and young people each year.

Regards



Vice Chair of Trustees



Who we are

Family Fund is the UK's largest charity providing essential grant support to families raising disabled or seriously ill children and young people. Last year we provided 92,585 grants and services worth over £32 million to families across the UK.

We believe that all families raising disabled or seriously ill children and young people should have the same opportunities as others. Beginning with the most vulnerable, those on low incomes, we aim to make a difference to the lives of children, young people and their families across the UK.

We provide grants for a wide range of items, such as washing machines, sensory toys, family breaks, bedding, tablets, furniture, outdoor play equipment, clothing and computers. Our information and advice service complements our grants and aims to improve the wellbeing of disabled children and their families.

It can be a struggle financially, emotionally and physically for many families raising a disabled or seriously ill child, and our grants and services help break down many of the barriers families face, improving their quality of life and easing the additional daily pressures. For more information on our impact, read our annual report on our website.

Our history

Family Fund was established in 1973 following a public campaign on behalf of children affected by Thalidomide. It was initially established as part of the Joseph Rowntree Foundation to support the UK government in providing financial help to those that needed it. We became an independent charity in 1996.

Our very first grant was to support a family with the cost of visiting their child in hospital and was for £26.44. Years later we are still providing practical support for a range of needs.



Today, based in York, Family Fund is one of the largest charities in the UK. We receive funding from the four UK governments, private donations and income we generate through the work of our trading arm, Family Fund Business Services (FFBS), which was set up in 2012 to help support our sustainability and provide unrestricted income to the charity. To date FFBS has gifted profits of almost £4.7 million. Over the last 48 years, we have grown in size and profile, and expect to provide over 100,000 grants and services this year. But there is still more to be done.

It's an exciting time to join Family Fund as we continue the delivery of our five-year strategy to **#help150000**.

Our strategy

By 2022, we will provide 150,000 grants and services a year to families across the UK
#help150000

Through our grant making, we provide practical support helping families improve the quality of their daily lives, easing the pressures they face and improving their wellbeing.

The challenges families face are, ultimately, challenges for us. Challenges that remind us that, despite the growth in the support we provide, there is still much more that we need to do and solutions we need to find.

This means that we need to provide both the practical support that families expect and value from us, but also look at ways in which our support can help tackle the barriers that continue to exist for disabled children, young people and their families.

This is why, in 2017, we looked beyond the immediate horizon of what families needed to also consider the coming five years. Five years in which demand for our support would be likely to rise, and the resources that we needed to meet this demand unlikely to increase at the same rate organically.

So, to succeed we need to be ambitious, innovative and able to offer solutions.

Over the period of our strategy, we intend to reach more families who need financial support through our grant making, and be more responsive to the wider needs of families by providing improved information and guidance.

We will continue to create solutions to the challenges faced by our families, and nurture and grow partnerships with others for the benefit of all families raising disabled or seriously ill children and young people.

We will invest more in research and use our knowledge, sourced from the voice and experiences of families, to instigate change.

We will seek further opportunities to raise awareness of what we do, raising more funding in a responsible manner to enable us to realise our ambitions and provide more support.

By 2022, we will provide 150,000 grants and services a year to families across the UK. This is how we will do it:

1. Transform our support



All families have aspirations, but for many, especially those who are living on lower incomes, the challenges they face on a daily basis are very real. We want to provide practical financial support and be responsive to need by providing information and signposting to other sources of help. We believe this will ease some of the pressures faced, and will provide support to parents and carers so that they can achieve their aspirations for their children and young people. We will:

- Continue to provide practical financial support that is meaningful and led by the family's choice that supports their real and immediate need.
- Meet the wider support needs of families, ensuring all families are offered information and support alongside their grant application.
- Keep developing our application processes and methods of information provision so they are as accessible as possible (across online, paper, telephone and third party referral) and reflect families' preference and availability.

2. Make voices heard



We commit to improving our outreach work to raise awareness of our support with families, professionals and supporters. This means listening to and supporting families by introducing new opportunities for them to influence our own work as well as sharing and amplifying their voice with the public to create better outcomes. We will:

- Introduce and provide ways for families to share their experiences and have a greater say in Family Fund direction and policy.
- Expand our network of families, professionals and supporters to increase our profile as an organisation that improves the wellbeing of disabled and seriously ill children and young people.
- Work with those networks to produce evidence of how Family Fund delivers solutions, improves outcomes and enables positive change across the UK.

3. Secure our future



We need to continue to be there for families, and that means looking at how we grow our grant funding and remain a trusted partner for those who support disabled children, young people and families living on lower incomes. We can only realise some of our aspirations through the sourcing of unrestricted funding. This will help us deliver our priorities and the solutions that families tell us they need. We want to grow that funding and embed this in our work within the charity and our trading subsidiary, to help us deliver more for families.

- Strengthen our financial position by increasing the diversity of our funding sources.
- Provide increased funding for grants and services for families in all four UK countries.
- Increase gifted profits from our trading subsidiary.

Delivering our strategy

In order to deliver effectively on our aims within our strategy, we will need to develop our internal practices to ensure we have an organisation and a culture that is fit for purpose to achieve our ambitions. This will require championing by the Board of Trustees, and strong governance and scrutiny to support our internal development.

- We need to innovate, embrace and implement best practice around digital technology so that it enables us to improve our support and deliver our aims by 2022.
- We need to focus more on the real impact of our work and the difference our support makes to disabled and seriously ill children, young people and their wider families. Only by demonstrating the evidence of our impact will we win the debates that will drive change for our families. So we will be measuring this and learning from what we find, as we continuously improve.
- We will continue to recognise that our incredible team is pivotal to making this happen, and that their recognition, development and progression will support us in delivering our ambitions.
- We will continue to focus on data security and compliance in all that we do – we are trusted with sensitive data and we will always treat that trust with respect. We adhere to the requirements of our regulators, and conduct our work in line with their expectations. Information governance and privacy by design are at the heart of what we do.

Our strategy will make a difference to families and is underpinned by:

Our purpose: to improve the lives of low-income families raising disabled or seriously ill children and young people.

Our mission: to provide items and services to all low-income families in the UK raising disabled or seriously ill children, that they could not otherwise afford to access, and that help improve their quality of life, realise their rights, and remove some of the barriers they face.

Our vision: that all families raising disabled or seriously ill children have the same choices, quality of life, opportunities and aspirations as other families.

“The bike has made such an incredible difference to Isaac and our family.”



Joining us as a trustee

Family Fund trustees fulfil their roles on a voluntary basis. Our trustees will normally be expected to serve for at least one term of three years but can serve for a second term and in exceptional circumstances a brief extension may also be considered.

The Board of Trustees is the governing body of Family Fund and is responsible for ensuring the charity operates properly and effectively.

We seek to have a broad and diverse range of experience and skills within our trustee group, but as a charity supporting the needs of families raising a disabled or seriously ill child we encourage applications from those who have a passion and commitment to improve the lives of such families. To be a trustee at Family Fund requires time, understanding and effort.

Trustees provide Family Fund with vital skills, expertise, experience and commitment essential to the governance of the charity. Any one trustee is not expected to have all the skills; we seek a board that as a whole has the right combination of skills, experience and knowledge.

Trustees have key responsibilities for an organisation. They are in law the guardians of its purpose and are expected to direct the strategy, working with the executive team to do so. They have financial oversight, are responsible for resources and are expected to ensure the organisation stays within the law.

We are seeking to appoint two trustees to the Board with knowledge and experience of working with;

- children and young people who have **Additional Support for Learning and Additional Support Needs** (also known as **SEND: special educational needs and disabilities**)
- children and adults with a disability
- disabled people.

We are particularly interested in hearing from parents of children and young people **who have Additional Support for Learning and Additional Support Needs (also known as SEND)** and those working in or across education, health and social care.

We welcome candidates of any gender (women, men or other gender identity) and from any background who have the required skills and experience.

We would like to particularly encourage those from Black, Asian and Minority Ethnic backgrounds, people belonging to minority religions, LGBT people and people with disabilities or long-term conditions to apply, to increase the diversity of the current board and bring fresh perspectives through their lived experience.

Meet some of our trustees

Kate Fleck, trustee since 2018

What prompted you to consider becoming a trustee?

I am passionate about the work and value that organisations in the voluntary sector bring to their communities and society as a whole. I wanted to give back to the sector that I had enjoyed working for and had enabled me to develop as a person using my skills and ability to improve services for beneficiaries of the various charities I worked for.



I applied to be a Trustee of Family Fund because of the values of the organisation and the impact it made for families across the UK – a small amount of support could change lives quite dramatically. This really appealed to me. Not about the grand gestures but the small inputs that have a big impact on the ground for families.

Can you briefly describe your career history to date?

I was involved in the third sector for over 30 years as National Director of three health and social care charities delivering a range of services and influencing for improved services and treatments for our beneficiaries. Before retiring I became a Trustee of CO3 (Chief Officer of 3rd Sector) and chaired the Health Special Interest Group for 6 years and I am currently Chair of the Board of Open College Network NI (OCNNI) which I have been for last five years. This year I have been appointed as a voluntary representative to the South Eastern Local Commissioning Group.

What new skills/ experience do you feel you have gained from being a trustee?

Working strategically across a UK-wide organisation, with different governments, health and social care and funding structures and ensuring that all four nations' voices are heard and considered at Board level. Working with colleagues from different backgrounds to support the Executive team to deliver to a high standard. Also realising that we need to improve diversity at Board which may involve cultural change within the organisation.

What transferable skills and experience do you feel you have brought to the Board?

Understanding of the healthy tension between Executive and Board having sat at both sides of the table. An interest and training in governance, especially of third sector organisations and the legislative and regulatory environments in which they operate. I have long experience working in safeguarding especially in area of adults at risk.

What would you say to someone thinking about becoming a trustee for the first time?

- Ensure you are aware of what the role entails, the time commitment and the legal responsibility of a trustee.
- Be committed to training and updating your skills and knowledge even though you may feel you are well professionally qualified from your work environment. Being a trustee is different!
- The reward can be both motivating and stimulating but there will be challenges too.

Meet some of our trustees

Tara Palmer, trustee since 2016

Is this your first trustee position?

No, but it is the first time I have been involved in a national charity of this size.

What prompted you to consider becoming a trustee?

I have a sister with learning difficulties and so I have experienced first hand how difficult life can be living with a disability. I wanted to put the skills I have learned throughout my career to some positive use and make a positive difference to the lives of others.



Can you briefly describe your career history to date?

I am an employment law specialist and worked in-house over a period of 15 years at Royal Mail Group plc, followed by Deloitte and then Société Générale. In those roles I was involved in significant employment litigation and had a strong focus on major business transformation. Around seven years ago I moved into the COO team at SG UK for a couple of years and then became Group COO for SG Kleinwort Hambros private bank. I am also a Non-Executive Director for SG International Ltd, the agency broker and prime services subsidiary of Société Générale's market activities in the UK.

What new skills/experience do you feel you have gained from being a trustee?

I have developed a good understanding of charity governance and the funding challenges the charitable sector faces. I have also learnt a huge amount from my fellow trustees who have wide experience from a variety of backgrounds. The role inevitably provides me with a broader perspective on life than I might otherwise have and is a regular reminder of the duty of care we owe to those less fortunate than ourselves.

What transferable skills and experience do you feel you have brought to the Board?

Legal skills, HR management, business change/transformation, risk management - I am hoping the executive team and my fellow trustees will agree!

What would you say to someone thinking about becoming a trustee for the first time?

It is without doubt a positive experience to be able to share your professional and personal skills for the benefit of a wonderful charity such as Family Fund. It is also a great way to feel part of a team making such a positive impact on the day-to-day lives of disabled children and their families. The governance for a charity can sometimes feel quite onerous but it is a necessary part of ensuring the right checks and balances are in place and the main purpose of the charity is achieved.

Meet some of our trustees

Jonathan Evans, trustee since March 2019

Is this your first trustee position?

No, I am also a trustee of a charity called Ebony Horse Club. We work in Brixton where through horse riding and stable management we work with disadvantaged young people.

What prompted you to consider becoming a trustee?

I am very fortunate having had a very enjoyable and successful career, two grown up sons and four young granddaughters, all of whom have had really good starts in their lives. I am acutely aware this is not true for so many children and families. My passionate belief is that we should do all we can to aid others less fortunate in any way we can.



Can you briefly describe your career history to date?

I started my career as a primary school teacher, but very quickly knew it was not for me. I went into the paper manufacturing and merchanting industry, saw an opportunity to get into Personnel work and progressed through the profession. I was HR Director at Orange whilst we grew from a handful of people to over 30,000 around the world. I decided to move to the public sector, firstly as HR Director for a large London Borough and moved to the Ministry of Defence. I now consult and do interim directorships in a range of organisations.

What new skills/ experience do you feel you have gained from being a trustee?

I have learned so much about how a large charity works, how putting the people we support at the heart of decision making and how ensuring you support and provide governance rather than doing the job yourself. It sounds easy but it is harder than many people think.

What transferable skills and experience do you feel you have brought to the Board?

My 40 years of HR experience has allowed me to make many, many mistakes. I hope my experience has helped others not to make those mistakes.

What would you say to someone thinking about becoming a trustee for the first time?

The composition of many trustee bodies needs to be more diverse, and we are actively seeking to achieve that. Don't be put off if you think you are too young, too old, not been educated to a high level etc. You have to believe in the aims and purpose of the organisation. If you are passionate and have something to contribute, go for it.

Trustee role and responsibilities

Those who serve on Family Fund's Board of Trustees have duties, responsibilities and liabilities both under company law as directors and under charity law as trustees.

The core duties of a trustee are:

- To ensure that Family Fund complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure that Family Fund applies its resources exclusively in pursuance of its objects. (It cannot spend money on activities which are not included in its own objects, no matter how worthwhile and charitable those activities are).

In exercising these duties:

- To contribute actively to the Board of Trustees' role in giving firm strategic direction to Family Fund, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- To promote and safeguard the good name and values of Family Fund.
- To ensure the effective and efficient administration of Family Fund.
- To ensure the financial stability of Family Fund.
- To protect and manage the property of Family Fund, and to ensure the proper investment of its funds.
- To appoint the Chief Executive and Company Secretary of Family Fund and monitor their performance.
- In addition to the above statutory duties of all trustees, each should use any specific knowledge or experience they have to help the Board reach sound decisions. This will include scrutinising board or committee papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of Family Fund's work in which the trustee has special expertise.

To observe the duties of company directors:

- Duty to act within powers; to promote the success of the company; to exercise independent judgment; to exercise reasonable care, skill and diligence; to avoid conflicts of interest; to not accept benefits from third parties; to declare interest in proposed transactions or arrangements.

Each trustee must:

- Have a commitment to the aims and work of Family Fund.
- Have a willingness to devote the necessary time and effort, including attending all board and other necessary meetings.
- Have strategic vision and be able to understand and assess risks.
- Have good, independent judgement.
- Have an ability to think creatively.
- Be willing to speak their mind.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship.
- Be able to work effectively as a member of a team and to maintain good working relations.

The role description and person specification for the Trustee role can be found at the end of this pack.

The practicalities

A Family Fund trustee carries out their role and responsibilities by working closely with other members of the Board, and with the staff of the charity. This will usually involve:

- Regular attendance and contribution to board meetings which are normally held four times a year during March, June (AGM), September and December; plus attendance at a strategy/development day once a year. Many of our meetings with trustees are held virtually. Attendance in person is likely to be required twice a year, with at least one of these meetings being in York. Reasonable travel and accommodation expenses will be reimbursed.
- Some trustees are appointed to our standing committees: Finance, Audit and Risk - dealing with financial controls; Reward and Nominations - dealing with staff conditions of service and recruitment of trustees; and the Safeguarding Committee. The Trustees we are recruiting will both be asked to join the Safeguarding Committee. Other committees are formed as required.
- Occasionally representing Family Fund at external events.
- Using their particular skills and expertise to assist where appropriate with the work of Family Fund.
- The overall anticipated time commitment is around one day a month, or 12 days in total a year.

Support in the role

We make every effort to help you fulfil your role to the best of your abilities, and to support your development. We give all new trustees an induction and we have a board development programme to support you in developing your skills. We also offer a buddy system to build relationships among trustees and help you benefit from each other's perspectives and expertise.

Application process

For a confidential discussion about the role, please contact Melissa Baxter (melissa.baxter@russam.co.uk / 07789 985229).

Please include the following with your application:

- a comprehensive CV, including your recent achievements, and the details of two referees;
- a Supporting Statement addressing your motivations for applying;
- we will also ask you to complete an Equal Opportunities monitoring form.

All applications should be uploaded via the Trustees Unlimited website. [Click here to begin submitting your application.](#)

Interviews will be held virtually via Microsoft Teams on either Wednesday 14 or Friday 16 April.



The liabilities of trusteeship

Trustees are ultimately responsible for everything the charity does and how it does it. They must ensure all activities and actions are within and accountable to the law.

In doing this they have a duty to act in good faith. Trustees must avoid conflicts with any personal interests, and should declare those that do arise. They may not profit from trusteeship, although appropriate expenses are reimbursed.

Instances of trustees being found liable for the misconduct of charities are rare in the UK. However, it is important trustees understand what their potential liabilities are. Trustees can be held personally liable for:

- Breach of trust – for example spending money inappropriately, or engaging in non-permitted political activity.
- Breach of fiduciary and statutory duties – for example using assets to procure benefit for the trustees.
- Fraudulent trading – incurring a debt knowing it cannot be repaid.
- Acting as a company director when disqualified.
- Failure to comply with statutory requirements, e.g. health and safety, HMRC, financial services.

The establishment of Family Fund as a company limited by guarantee protects trustees' liability to £10 each, provided they have acted in good faith.

More information about being a trustee of a charity can be found in the Charity Commission for England and Wales' publication *The Essential Trustee: what you need to know, what you need to do* at:

<http://www.comisiwnelusenau.gov.uk/publications/CC3.aspx>



Trustees' standards

The following standards and commitments are expected of trustees.

General

Trustees must act with probity, due prudence, and should take and consider professional advice on anything in which the trustees do not have expertise themselves.

- Except where legally authorised, trustees must not gain financial or other material benefit for themselves, their families, or their friends from Family Fund.
- A trustee must not place him/herself under any financial or other obligation to outside individual organisations that might influence him/her in the performance of his/her official duties.
- Trustees should conduct themselves in a manner which does not damage or undermine the reputation of Family Fund, or its staff individually, or collectively, and should not take part in any activity which is in conflict with the objects, or which might damage the reputation of Family Fund.
- Trustees must take joint responsibility for decisions taken including those determined by a nominated sub-committee.
- Trustees who are part of a nominated sub-committee must take all reasonable steps to ensure that other trustees are kept fully up to date with information upon which decisions may be taken.

Responsibilities

- Trustees must, with the help of the Chief Executive, formulate and review regularly Family Fund's vision, strategic objectives and plans.
- Trustees must ensure, with professional advice where appropriate, that the Family Fund complies with all regulatory and statutory requirements, and must exercise overall control over Family Fund's financial affairs.
- Trustees must be familiar with, and regularly review the constitution of Family Fund.
- Trustees must annually review Family Fund's performance against its vision and objectives.
- Trustees must attend all meetings regularly. If attendance is proving problematic, a trustee can request a leave of absence or sabbatical.

- Trustees should bring a fair and open-minded view to all discussions, and should ensure that all decisions made are in Family Fund's best interests.
- Trustees must aim to foresee, and avoid any conflict of interest. Where one arises, the trustee must declare it, and absent him/herself from the meeting.
- Confidential information or material (relating to families, staff, commercial business etc) provided to or discussed at a trustee meeting, must remain confidential, within the confines of the meeting, and be managed according to relevant legislation.
- Trustees should be as open as possible about the decisions they take, giving reasons where appropriate and restricting information only when wider interest requires it.

Trustees have a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent board, including clear procedures for selection, training, retirement and, if necessary, removal of trustees and to ensure arrangements are followed for recruiting the Chair and members of sub-committees.

Board responsibilities to staff

- Trustees must ensure there is a clear understanding of the scope of authority delegated to the Chief Executive.
- Policies and strategies agreed by the Board should be clear and explicit, and come from the Board as a whole.
- Trustees should act fairly and in accordance with best practice principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other staff.
- Trustees must understand and accept the difference in roles between the Board's governance role and the Chief Executive's operational management responsibility.
- Trustees should ensure that they do not act to undermine the Chief Executive by word or action. If a trustee has concerns about the performance of a member of Family Fund staff, including the Chief Executive, this should be taken up with the Chair.
- If a trustee has a concern about financial irregularities within Family Fund, these should be addressed to the Chair who will act upon the information appropriately and in accordance with agreed procedures.

The Chief Executive will:

- Provide the trustees with timely and relevant information in order to allow the Board to carry out its governance function.
- Provide the Board with advice when necessary, ensuring that external professional advisors are available as and when needed.
- Work in partnership with the Board to ensure that Family Fund fulfils all its statutory and legal responsibilities.
- Invest time, money and other resources in order to help support and further develop good governance.
- Provide the Board with the necessary administrative and other support that they need to govern well.
- Reimburse trustees' travel and subsistence expenses incurred in the course of their duties as trustees.



Trustee role description

Trustees have ultimate responsibility for directing the affairs of Family Fund, ensuring that it is solvent, well-run and delivering the charitable outcomes to the benefit of the public for which it has been set up.

The role of a trustee is to govern the charity. This is achieved by making decisions collectively as a board. A trustee has no power to act on their own unless powers are delegated to them. Although trustees act collectively as a board, for the most part the duties owed by trustees to the charity are personal to the individual trustee, so the individual trustees are each responsible for the actions of the board as a whole.

As well as being a trustee of a charity, a Family Fund trustee is also a company director with all the legal duties that this entails.

Main responsibilities of a trustee

- Ensuring that the charity complies with charity law and with the requirements of the Charity Commission as regulator; in particular ensuring that the charity reports on what it has achieved by submitting Annual Returns and accounts as required by law.
- Ensuring that Family Fund does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there, reviewing the governing document regularly (at least every three years) to ensure it is fit for purpose.
- Complying with the requirements of other legislation and other regulations which govern the activities of Family Fund.
- Ensuring that Family Fund financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.
- Ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, brand, good name and reputation are recognised, used and safeguarded.
- Ensuring that Family Fund has a clear vision, mission and strategic direction and is focused on achieving these.
- Ensuring that operational plans and budgets and the fundraising strategy support the vision, mission and strategy.
- Ensuring that Family Fund is, and will remain, solvent.

Main responsibilities of a trustee (continued)

- Considering external professional advice on all matters where there may be material risk to Family Fund, or where the trustees may be in breach of their duties.
- Acting with integrity and avoiding any personal conflicts of interest or misuse of Family Fund funds or assets.
- Using reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that Family Fund is well-run and efficient.
- Avoiding undertaking activities that might place Family Fund assets, funds or reputation at undue risk.
- Acting reasonably and prudently in all matters relating to Family Fund and always in the charity's interests.

Qualities of a trustee

- Commitment to the organisation
- Integrity, strategic vision and good/independent judgement
- A willingness to devote the necessary time and effort to their duties as a trustee
- Ability to take decisions for the good of the organisation
- Good, independent judgement
- Good communication skills
- Tact and diplomacy
- Willingness to speak one's mind and listen to the views of others
- An ability to work effectively as a member of a team
- Understanding of the legal responsibilities and liabilities of a trustee.

Desirable experience

- Commitment to the organisation
- Integrity, strategic vision and good/independent judgement
- A willingness to devote the necessary time and effort to their duties as a trustee

General responsibilities of a trustee

In addition to the responsibilities already outlined, the trustee has the following general responsibilities:

- Ensuring the organisation applies its resources exclusively in pursuing its objectives.
- Contributing actively in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Declaring any conflict of interest while carrying out the duties of a trustee.
- Being collectively responsible for the actions of the organisation and other trustees.
- Ensuring the effective and efficient administration of the organisation.
- Ensuring the financial stability of the organisation and the proper investment of the organisation's funds.
- Protecting and managing the property of the organisation.
- Attending meetings and reading papers in advance of meetings.
- Attending sub-committee meetings as appropriate.
- Participating in other tasks as they arise from time to time, such as interviewing new staff or helping with fundraising.
- Keeping informed about the activities of the organisation and wider issues which affect its work.

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance as requested by the Board on new initiatives or other issues relevant to an area of the organisation's work.



“By receiving the computer through the pandemic, Bowie has his own space to complete his home learning.”

“He is getting lots of fresh air, exercise and relaxation. Getting outside is a change of scenery for us and provides an extra place to play. That is really important to me right now. Cameron can’t manage going to play parks, so we’ve brought the play park to him.”



“It has been a challenge to get Evan to agree to go outside, even into the garden, during the current lockdown. The grant for the iPad has been fab. I’ve downloaded some music and he can watch his beloved Formula 1 channel on his iPad, whilst sat in the garden, and I can be sure he’s getting fresh air and vitamin D”



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online: www.familyfund.org.uk

community:

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460