



Ileostomy & Internal Pouch
Association

Registered Charity

Trustee Job Description and Person Specification



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1. Introduction

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. Within the Ileostomy and Internal Pouch Association (IA), they are known collectively as the Board of Trustees.

2. Aim

Under charity law, the Board of Trustees holds the ultimate responsibility for directing the affairs of IA, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skills and experience required to successfully fulfil the role.

3. Associated documents

This job description and person specification should be read alongside the following documents and policies, all of which are available in hard copy format from National Office:

- Articles of Association.
- Trustee Recruitment and Selection Policy.
- Trustees' Code of Conduct.

4. Job description

All IA trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.



- Uphold the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and ensure the proper investment of its funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- Hold the chief executive to account for the management and administration of the charity.
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

5. Person specification

5.1 General qualities

All IA trustees must be able to demonstrate the following skills and values:

- A commitment to the organisation.
- A commitment to equal opportunities and the promotion of diversity.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.



- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

5.2 Specific skills and experience

All IA trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:

- Living with or have experience of an ileostomy or internal pouch.
- Charity law and governance.
- Charity fundraising.
- Leadership or management of a medium to large organisation, ideally with multiple and/or diverse sites or subsidiaries.
- Financial management.
- Data analysis and/or research.
- The management of change.
- Monitoring and evaluating performance in the commercial and/or not for profit sector.
- Recruitment and human resources expertise, including employment legislation.
- Business development.
- Risk management.
- Marketing, media and PR.
- Medicine or allied professions.
- Business or intellectual property law.

6. Appointment and resignation

Trustees will usually be elected, although IA's Articles of Association do reserve some spaces on the board for co-opted trustees. The co-opted roles are generally used for securing individuals with skills and experiences in professional fields as required. All trustees' terms of office are for three years, and there is scope for a trustee to serve for more than one term of office, as per the terms set out in the Articles of Association.

When trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions mid-term, there is a general expectation that they shall provide no less than three calendar months' notice. Whilst it is recognised that there may be occasions where this is not possible, IA requires as much notice as possible for succession plans to be actioned and trustees' best efforts in this regard are much appreciated.