

## **Trustees Roles, Responsibilities Person Specifications & Disqualification Criteria**

### **The Role of ACC Trustees includes working with the Board to ensure that:**

#### **1. ACC carries out its purposes for providing public benefit including:**

- ensuring that ACC is complying with its objectives and purposes as set out in its governing document and that these deliver the public benefit for which the charity exists
- developing the strategy and plans of ACC and ensuring that they are implemented so that its activities support its objectives and purposes
- contributing actively to the board of trustees' role in giving a clear and firm strategic direction to ACC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

#### **2. ACC complies with its governing document and charity law requirements and other legal requirements that apply to ACC**

#### **3. ACC's resources are managed responsibly**

Trustees must act responsibly, reasonably and honestly and exercise sound judgement, which means:

- ensuring that ACC's assets and resources are exclusively used in pursuance of its objects. ACC must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- not taking inappropriate risks with the ACC's assets or reputation or financially over-committing ACC
- ensuring the financial stability of ACC
- complying with any restrictions on spending funds
- supporting, managing and working with the executive and staff for the effective fulfillment of their roles and the development of ACC

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#### **Association of Christians in Counselling and Linked Professions**

Postal Address: PO Box 6901, Coventry, CV3 9SG

0247 644 9694    office@acc-uk.org    www.acc-uk.org

Registered Address: International House, 24 Holborn Viaduct, London, England, EC1A 2BN

Registered Company No: 02791541; Registered Charity No:1018559; Scottish Registered Charity No: SC039810

VAT No: 641687715



- ensuring that appropriate procedures and safeguards are in place and take reasonable steps to ensure that all of the above are followed
- raising awareness of risks to the organisation and directing the activities of ACC to minimise risks, where possible

#### **4. ACC is accountable and complies with statutory accounting and reporting requirements, which includes:**

- meeting all statutory reporting requirements
- ensuring the effective and efficient administration of ACC
- ensuring appropriate accountability to members
- ensuring accountability where responsibility is delegated for particular tasks or decisions to staff or volunteers

### **All Board members are expected to:**

#### **1. Act in the charity's best interests including:**

- doing what the trustees decide will best enable the charity to carry out its purposes
- making balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoiding being in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receiving any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

#### **2. Act with reasonable care and skill including**

- making use of your skills and experience and taking appropriate advice when necessary
- giving enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings
- attending board meetings, whether in our HO in Coventry or by Skype. There will usually be between 4 and 6 board meetings per year. Board meetings are full day meetings held on weekdays

#### **3. Represent ACC by:**

- communicating effectively the vision and purpose of ACC

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- advocating for and representing ACC at external meetings when required
- being aware of current issues that might affect ACC
- promoting membership of ACC
- supporting and attending the bi-annual national conference and other events as required
- safeguarding the good name and values of ACC

## Trustee person specification

- have a personal Christian Faith and agree with the ACC Statement of faith
- have a commitment to Christian Counselling and Pastoral care with a passion to see them effectively develop
- have the ability to lead the organization with strategic vision in association with other Board members and the Executive Directors
- have knowledge of the different Christian church denominations and organizations and be open to working with a wide range of Christians
- communicate effectively at all levels
- compile clear and precise reports as required
- think creatively
- to work effectively in a team
- be computer literate
- be willing to spend time away from home from time to time
- aspire to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**The role of a Trustee is non-salaried but appropriate expenses are paid.**

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## **You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Charity Commission.**

The grounds for disqualification are

- Having unspent convictions for the following
  - offences involving dishonesty or deception
  - specified offences relating to terrorism, money laundering or bribery
  - offences that contravene a Charity Commission Order or Direction
  - offences of misconduct in public office, perjury or perverting the course of justice
  - offences for aiding, attempting or abetting any of the above offences
- Being on the sex offenders register
- Having unspent sanction for contempt of Court
- Disobeying a Charity Commission Order
- Being a designated person relating to specific ant-terrorism legislation
- Being a person who has removed from the office of charity trustee, officer, agent or employee of a charity or from the management and control of a charity by an Order of the Charity Commission or by High Court Order on the grounds of misconduct or mismanagement in the administration of the charity
- Being a person who is subject to a disqualification order under Company Law
- Being an undischarged bankrupt
- Being subject to other orders relating to insolvency: an undischarged sequestration Order, a bankruptcy restrictions Order, an interim Order or a debt relief Order

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