

The IDAS Trustee board, its governance and how to apply

The IDAS Trustee Board ('the Board')

The Board has up to twelve members who are known as Trustees but are also Directors of the company IDAS that is limited by guarantee. The Trustees have backgrounds in public services, the not-for-profit sector, commerce and business, and a range of skills and experience in the fields of law, finance, health and social care, policing, retail, communications and management, that support IDAS in meeting its objectives. The Board meets four times a year, at a variety of times and locations in Yorkshire.

The essential responsibilities of trustees as described by The Charity Commission are:

- ensuring the charity follows the rules in its governing document
- understanding the finances
- checking that controls and procedures work
- asking difficult questions and challenging assumptions
- following proper decision-making principles

The duties of an IDAS trustee are as follows:

- Ensuring that IDAS adheres to its stated values and pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that IDAS complies with its governing document (ie the IDAS Articles of Association), charity law, company law and all other relevant legislation or regulations, such as those relating to equalities, health & safety and safeguarding.
- Ensuring that IDAS applies its resources exclusively in pursuance of its charitable objects (ie IDAS must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of those it is dedicated to serve.
- Ensuring that IDAS defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of IDAS.
- Ensuring the effective and efficient administration of IDAS, including having appropriate policies and procedures in place.
- Ensuring the immediate and long-term financial stability of IDAS.
- Protecting and managing the property and other assets of IDAS and ensuring the proper investment of its funds.
- Instituting and following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- Actively promoting and demonstrating a commitment to equality and diversity throughout the Board and organisation.
- Supporting the CEO and her staff in carrying out their duties.



- In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising board papers, participating in Board committees focussed on particular areas, leading discussions, providing advice and guidance on new initiatives, mentoring employees or other issues in which the trustee has special expertise.

IDAS Board Committees

The work and decision-making of the IDAS Board is supported by advice from a number of different Board committees, each comprised of trustees and non-trustee committee members with relevant expertise and an interest in supporting the work of IDAS.

The current Board committees are:

- Audit, Quality and Performance
- Finance and Resources
- Fundraising and Profile Raising
- Professional Standards

The duties of committee members are similar to those of trustees, but without the additional legal responsibility for the running of the charity. The committees meet at least four times a year, at times agreed to suit the members. Committee members receive Board meeting papers and are welcome to attend all Board meetings and other IDAS events.

Personal requirements of IDAS Trustees and Committee members

- Willingness and ability to devote the necessary time and effort
- Respect for confidentiality
- Self-motivation
- Commitment to the promotion of equality and diversity
- Sympathy with feminist values: the advocacy of women's rights on the ground of the equality of the sexes
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strategic thinking, vision and decision making
- Sound, independent and impartial judgement with willingness to speak out
- The ability to think creatively, absorb complex information, analyse proposals and consider their consequences
- The ability to work effectively as a member of a team, respect the views of others and reach agreement through listening, discussion and reflection
- Strong communication, networking skills and IT skills
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



Recruitment of Trustees and Committee members

Trustees will usually be recruited from among existing Committee members, who have had a chance to become familiar with the work of IDAS and its Board. Exceptionally, a trustee may be recruited directly if, for example, there is an outstanding requirement for the skills of that person. Trustees and Committee members serve for a three-year term, which may be renewed no more than twice. Trustees and committee members are unpaid volunteers but are reimbursed for reasonable travel and childcare expenses that arise from attending meetings.

Governance of the IDAS Board

Governance is the means of ensuring the Board functions in the best way possible for the good of IDAS. This includes an induction programme for all new trustees and committee members, the continuing availability of accessible training for members, review of the efficacy of each board meeting, an annual audit of the skills available among the trustees and committee members, and continuous monitoring of regulatory and other requirements in the charity sector. IDAS is working towards level 2 of the PQASSO (Practical Quality Assurance System for Small Organisations) Quality Mark of governance.

Further reading

- IDAS Articles of Association
see under <https://www.idas.org.uk/resources/annual-reports-and-accounts/>
- IDAS Annual Review 2017
see under <https://www.idas.org.uk/resources/annual-reports-and-accounts/>
- The Essential Trustee, Summary
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf
- The Charity Governance Code <https://www.charitygovernancecode.org/en/pdf>

How to Apply

Most potential applicants like to discuss beforehand what the role will involve with a member of the Board. This can be arranged by emailing trusteerecruitment@idas.org.uk

You can apply by completing the Trustee and committee member application form available at www.idas.org.uk/get-involved/volunteer-for-idas/, which includes confirming that you are eligible to be a trustee, as required by the Charity Commission.

Shortlisting of applications is followed by an invitation to an interview with a small group usually comprised of two or three Trustees and a senior manager, which then makes a recommendation to the Board.

We look forward to hearing from you!



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