



TRUSTEES' TERMS OF REFERENCE 2017/18

Body	Trustees
Establishment	The Trustees group is established by the Constitution as the “board” of the Association. Membership is by election by Council.
Membership	<p>Membership is prescribed by the Constitution as:</p> <p>3 x elected Council members Current Chairman (ex-officio) Current Vice-chairman (ex-officio) Outgoing Chairman (ex –officio, if still a Council member) Co-opted specialist(s) for advisory purposes (non-voting) The option to co-opt specialist (s) as voting members, subject to AGM approval</p> <p>The Chair of Trustees shall be elected by the Trustees from within their number</p>
Quorum	4 members
Individual Tenure	<p>Elected Trustees shall serve for three years, and may serve up to three consecutive terms. An elected Trustee may not be appointed for a fourth consecutive term but may be reappointed after an interval of at least 3 years.</p> <p>Ex officio Trustees shall serve for the period of office by which they are warranted as Trustees</p> <p>A Trustee shall cease to hold office as prescribed in the Constitution, clause 16, or on expiration of the term of office as described above.</p>
Accountability	To membership
Primary Responsibility	To conduct business on behalf of the Association to further its charitable objects
	<ul style="list-style-type: none"> • To set the business plan for the Association, in consultation with Council, and monitor and report to

Specific Responsibilities	<p>Council for information</p> <ul style="list-style-type: none"> • To set the financial strategy and the budget for the Association, in consultation with Council, and monitor and report to Council for information • To set the governance framework for the Association, in consultation with Council, and monitor and report to Council for • To set and monitor the legal and regulatory frameworks for the Association and report to Council for information • To set and monitor the operational frameworks for the Association and report to Council for information • To line manage the employed workforce in the Association • To establish committees of the Trustees, specifically, Council • To consult with membership as per the Constitution, clause 11 • To ensure that clear communication lines are established to feed back key decisions of the Trustees to relevant stakeholders, particularly Council • To fulfil the “powers” of Trustees as laid down by the Constitution, clauses 4 - 5
Consultation and Reporting	Council, Membership
Meeting frequency	On average, one per month from Sept – June each year
Lifespan	For the duration of the Constitution, subject to amendments by the Association’s General Meetings and approval by the Charity Commission
Review of ToR	Annually

