

ROLE DESCRIPTION
CHAIR OF TRUSTEES OF THE ENGLISH SCHOOLS' FA

Role: Chair of Trustees

Salary & benefits: This is a voluntary post although reasonable expenses will be reimbursed

Responsible to: Board

Main responsibilities: To lead the Board of Trustees to fulfil their responsibilities to manage the affairs of the Association, as per the Constitution, with particular responsibility for the financial, legal and staffing matters of the Association

- To lead the periodic review of the Association's charitable purpose and the external environment to make sure that the work of the Association remains relevant
- To provide appropriate leadership of the board to ensure it has agreed priorities, structures, processes and a productive culture
- To provide effective direction to the Board in setting strategy, policy and regulation
- To facilitate the full engagement of Trustees in debate and to ensure that clear, rational business decisions are made in a timely manner
- To ensure that conflict of loyalty and conflict of interest are mitigated in Board decision making
- To line manage the CEO, with clear differentiation between the Board's governance responsibilities and the CEO's operational leadership
- To fulfil the general duties of a Trustee:
 - To propose the strategy for the Association and to consult with members on business plan objectives, priorities and plans;
 - To set the legal, regulatory, governance, financial and operational frameworks of the Association, including for safeguarding;
 - To monitor the implementation, compliance with and outcomes from those frameworks;
 - To evaluate the performance of the Association against each of these frameworks with a view to continuous improvement;
 - To establish committees to support the conduct of the Association's business;
 - To take advice from the Council on footballing matters, and to contribute to the delivery of football either locally, regionally or nationally;
 - Attend Trustees meetings, usually monthly, between September and June each year, with no more than two absences per year;
 - To fulfil the financial responsibilities of the role as prescribed in the Financial Regulations;
 - To participate in training, development and review processes necessary to fulfil the role;
 - To support the ESFA Council to fulfil its responsibilities;
 - To act with high standards of professionalism, business integrity and personal conduct at all times;

- To act as an ambassador for the ESFA in the conduct of all business;
- To comply with the requirements of the Trustee handbook;
- To discharge the responsibilities of Trustees as laid down by the Charity Commission.

Eligibility to serve as a Trustee

Trustees shall be elected from the ESFA's Council and as such, unless filling the role of a co-opted Trustee, must be a Council member

Every charity trustee must be a natural person and not a corporate body.

No one may be appointed as a charity trustee:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 16(1)(f).

No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

At least one of the trustees of the ESFA must be 18 years of age or over.

Skills

Trustees are responsible for the "business" of the charity and as such will need to demonstrate expertise in some or all of the attributes listed below, depending on the skills mix in existence at the time of appointment:

- Governance
- Financial management
- Strategic/business planning
- Self evaluation
- Staff recruitment & performance management
- Negotiation/mediating
- Complaints/grievance/appeals
- Legal, HR, marketing or other business specialism

Term of Office

Trustees shall be appointed for a three year term of office, unless their term as a Council member is due to expire before then, in which case their appointment shall be for the duration of their tenure as a Council member. A charity Trustee can be re-elected to serve no more than 3 consecutive three year terms, and can only be re-appointed thereafter following a gap of 3 years.

Selection

Trustees shall be elected by Council upon consideration of their skills. Council may appoint a nominations committee to consider expressions of interest in the role.