ROTA Job description
Board Member (Trustee/ Company Director)

JOB PURPOSE:

To ensure, in common with fellow Board members, that Race on the Agenda (ROTA) operates in a manner which enables it to fulfil its aims and objects as effectively as possible.

STATUTORY DUTY OF CARE

Section 1(1) of the Trustee Act 2000 sets out the "duty of care", i.e. the duty to exercise such care and skill as is reasonable in the circumstances having particular regard to:

- any special knowledge or experience that the trustee has or holds himself or herself out as having

- where a trustee acts in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession

The duty of care applies to trustees in their exercise of a number of specified powers conferred on them by the Trustee Act 2000, primarily in the areas of investments, acquisition of land, insurance and the appointment of agents, nominees and custodians and review of their performance.

It also applies in trustees' exercise of the same type of power derived from ROTA's memorandum and articles of association, e.g. when they exercise any investment powers conferred on them.

SPECIFIC RESPONSIBILITIES

1. To have a full understanding of ROTA's vision, mission, charitable objects and constitution.

2. To read all papers circulated in advance of Board meetings.

3. To attend and contribute to Board meetings and sub-committees as appropriate.

4. To agree the strategic direction for Race on the Agenda and attend the annual away/ planning day and AGM.

5. To agree the staff structure, terms and conditions of service.

6. To monitor the organisational work plan.

7. To agree the budget and monitor financial performance.

8. To ensure the effective governance of ROTA and ensure that its activities are compliant with its charitable status, Charity Law, Company Law and its articles and memorandum of association.

9. To ensure that ROTA's equal opportunities policies are followed through in practice of the organisation.

10. To treat with confidentiality any information about ROTA members, users and staff that is personal, private or sensitive.

11. To represent ROTA in a positive light and safeguard the good name of the agency to external stakeholders, attend ROTA activities and events as appropriate. To attend ROTA events and be a champion and an ambassador for the organisation and its mission.

RELATED PARTY TRANSACTIONS

Board members are required to disclose any transactions and/or conflict of interest between them and ROTA and/or between a third-party related to them and ROTA. Transactions are defined as:

- purchases, sales, leases
- donations
- supply of services
- payments and other benefits made by ROTA to Board members under the provision of the governing document or in fulfilment of ROTA's charitable objectives

Parties related to Board members are defined as:

- close relatives
- partnerships, companies, trusts or other entities in which members have a controlling interest

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EXPENSES AND PAYMENTS

Board members may be paid all reasonable out-of-pocket expenses incurred in attending meetings or in connection with ROTA business. Claims should be made on the appropriate ROTA form and copies of receipts, tickets etc must be attached. Any expenses to be claimed must be done within three months of the date attended.

Any member instructed to act in their professional capacity by the Board is entitled to charge and be paid all usual charges for work done for ROTA by her/him or her/his firm. However, no member may act as auditor for ROTA.

DISQUALIFICATION

Board members shall cease to hold office if he or she breaches any of the six articles under section 15 of the ROTA Articles of Association.

This includes absence from all Board meetings held within a period of six consecutive months.

Disqualification will take place once a resolution is passed by the full Board and proposed by the HR sub-committee.

Once approved, the Chair of the Board will write to the Trustee informing them of their disqualification. ROTA will inform Charity Commission and Companies House as soon as possible.

TERM OF OFFICE

Trustees are elected for a period of 1 year. Election takes place at the AGM. Board members can be re-elected for up to 5 years. Selection of new members for election at the AGM will be carried out through an open recruitment process. The Board may co-opt members for a specified period if a skills gap is identified. Co-opted members who wish to remain on the Board will need to be elected at the AGM.

ROTA Person Specification
Board Member (Trustee/ Company Director)

CRITERIA	STANDARD	ESSENTIAL / DESIRABLE
Commitment	To racial equality and equality of opportunity; To work as part of a team; To Nolan's seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership; To attending at least 4 board meetings per year, an annual away day and where appropriate Board sub group meetings.	**Essential**
Experience	Black, Asian and minority ethnic communities	**Essential**
	The Third Sector	**Essential**
	National, local and London regional social policy	**Essential**
	Governance of voluntary organisations	**Essential**
	Charity and Company Law	**Essential**
	Strategic and business planning	**Essential**
	Finance	**Desirable**
	Human Resources	**Desirable**
	Information Management and ICT	**Desirable**
	Media and Communication	**Desirable**
	Research, academia and publications	**Desirable**
	Leadership and governance	**Essential**
General	A strong personal commitment to equality of opportunity.	**Essential**
	Knowledge and understanding of the nature of discrimination faced by BAME groups	**Essential**