

## **ASET Chair Role Description**

The role of the Chair is to provide leadership and direction to the board of Trustees. The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the organisation. The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the senior paid staff member and to support employees, helping them achieve the aims of the organisation. In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role. Main responsibilities include:

### **Organisational Leadership**

- Providing leadership for the board of Trustees in their role of setting the strategy and policy of the organisation, giving directions to board policy making
- Planning the annual cycle of board meetings and set the agendas
- Chairing and facilitating the board meetings
- Monitoring that decisions taken at board meetings are implemented
- Representing the organisation at appropriate events, meetings or functions
- Acting as a spokesperson for the organisation where appropriate
- Providing mentoring support to new Trustees
- Contingency planning for the organisation

### **Organisational Reporting**

- Present annual report at the AGM, provide an overview of the year's work and planned activities for the year ahead
- Sign off of annual accounts

### **General Organisational Oversight**

- Liaising with the senior paid staff member to keep an overview of the organisation's affairs and to provide support as appropriate
- Reviewing and appraising the performance of the senior paid staff member
- Contribute to the supervision of staff in the office; including recruitment, selection, appraisal and support as required
- Deputise for the Treasurer as need arises
- Acting as final stage adjudicator for disciplinary and grievance procedures if required

In order to act as Chair; an individual must have commitment to the organisation, leadership ability, integrity, and strategic vision. They must demonstrate good and independent judgement with an ability to take decisions for the good of the organisation. On a practical note they must have a willingness to devote the necessary time and effort to their duties as Chair and Trustee, good communication skills and an ability to work effectively as a member of a geographically dispersed team. They should have a willingness to speak one's mind and listen to the views of others with tact and diplomacy to ensure that all Trustees are engaged in discussions and involved in decision-making.

## **ASET Vice-Chair Role Description**

The role of the Vice-Chair is to provide deputy capability to the Chair of the board of Trustees. The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the organisation and the Vice-Chair will support them in these endeavours.

The Vice-Chair's role is also to work in partnership with the senior paid staff member and to support employees, helping them achieve the aims of the organisation. In addition to the general responsibilities of a Trustee, the Vice-Chair has a number of tasks specific to their role. Main responsibilities include:

### **Organisational Leadership**

- Deputising for the Chair as need arises
- Assist the Chair in the planning of the annual cycle of board meetings / agendas
- Chairing and facilitating the board meetings in the absence of the Chair
- Representing the organisation at appropriate events, meetings or functions
- Acting as a spokesperson for the organisation where appropriate
- Supporting the convenors of the working groups
- Co-ordinating mentoring support to new Trustees
- Contingency planning for the organisation

### **Organisational Reporting**

- Present annual report at the AGM, provide an overview of the year's work and planned activities for the year ahead, in the absence of the Chair

### **General Organisational Oversight**

- Liaising with the senior paid staff member to keep an overview of the organisation's affairs and to provide support as appropriate, on specific areas as agreed with the Chair
- Contribute to the supervision of staff in the office; including recruitment, selection, appraisal and support as required
- Deputise for the Treasurer as need arises

In order to act as Vice-Chair; an individual must have commitment to the organisation, leadership ability, integrity, and a supportive approach. They must demonstrate good and independent judgement with an ability to take decisions for the good of the organisation. On a practical note they must have a willingness to devote the necessary time and effort to their duties as Vice-Chair and Trustee, good communication skills and an ability to work effectively as a member of a geographically dispersed team.

### **ASET Treasurer Role Description**

The role of the Treasurer is to provide leadership and direction to the board of Trustees in all matters relating to the financial governance of the organisation. The Treasurer's aim is to oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice. They will ensure proper records are kept and that effective financial procedures are in place; monitor and regularly report on the financial health of the organisation and oversee the production of necessary financial reports/returns, accounts and audits.

The Treasurer's role is also to work in partnership with the senior paid staff member and to support employees, helping them achieve the aims of the organisation. In addition to the general responsibilities of a Trustee, the Treasurer has a number of tasks specific to their role. Main responsibilities include:

#### **Financial Planning and Budgeting**

- Support the office in preparing and presenting annual budgets
- Liaise with Working Group convenors to discuss annual budget needs (as well as ad hoc spend which may be needed during the year if situations change)
- Ensure funds are invested and used sensibly, in a strategic way to support and develop the organisation
- Research and present suggestions to the Trustees, and where necessary the Members, on the organisation's reserves and investment policy (in line with Charity Commission guidelines)
- Keep policies related to finance updated and current
- Contingency planning for the organisation

#### **Financial Reporting**

- Agree and present finances at Trustees' meetings, with support of the office
- Check the annual accounts
- Present accounts at the AGM and provide an overview of the year's income and expenditure

#### **General Financial Oversight**

- Be a point of contact for the office for day to day and on-going financial queries
- Oversee spend on a monthly basis – comment on and query spend as required
- Approve spending on funding to support the day to day running of ASET which is deemed urgent and requires a decision before a Trustees' meeting (e.g. IT equipment due to system failure)
- Update the Trustees on spend outside the budget at the next Trustees' meeting
- Work with the office to ensure required insurances are in place

#### **General Organisational Oversight**

- Agree financial decisions as part of staffing review, including individual appraisals, with the Chair
- Deputise for the Chair / Vice-Chair as need arises
- Contribute to the supervision of staff in the office; including recruitment, selection, appraisal and support as required

In order to act as Treasurer; an individual must have commitment to the organisation, leadership ability, integrity and a meticulous eye for detail. They must demonstrate good and independent judgement with an ability to take decisions for the good of the organisation. On a practical note they must have a willingness to devote the necessary time and effort to their duties as Treasurer and Trustee, good communication skills and an ability to work effectively as a member of a geographically dispersed team. They should ensure that all Trustees are engaged in discussions and involved in financial decision-making.