

# ROLE DESCRIPTION

**Role title:** Trustee  
**Responsible to:** Chair of the Board



## Main purpose of the Trustee role

1. Under charity law, the Board of Trustees is ultimately responsible for the governance of the Football Foundation (the Foundation) charity and for directing how it is managed and run. Accordingly, the Trustees must work collectively to ensure that the Foundation operates effectively and efficiently. They must ensure that the money provided by the Foundation's Funding Partners is spent appropriately in realising the charity's aims and objectives, and that the Foundation complies with charity law and other relevant legislation.

## Roles and responsibilities of a Trustee

2. **Maintaining vision, mission, and values:** The Board of Trustees has a very significant responsibility to ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these. Trustees must work in partnership with the Chair, Chief Executive, and wider executive team, to ensure that operational plans and budgets support the vision, mission, and strategy of the Foundation and to hold them to account for the delivery of those plans.
3. **Performance management:** Trustees must make sure that the Foundation measures its impact and progress towards its strategic objectives. They are required to ensure that there are quality and service standards for major areas of delivery, that these are met, and Trustees must regularly examine and scrutinise the Foundation's performance reports.
4. **Creating policies and guidelines to govern activity:** The Board of Trustees must ensure that there is an appropriate governance structure in place for the size and complexity of the Foundation. Policies and/or processes must be in place for reporting and decision-making e.g., the Foundation's scheme of delegation, and minute-taking. Trustees should make sure that they are familiar with and maintain compliance with all guidelines provided.
5. **Ensuring accountability and compliance:** Assuming overall legal and fiduciary responsibility for the Foundation's work and taking care that the charity is complying with its legal, statutory, and regulatory responsibilities. This means becoming familiar with the responsibilities of a charity Trustee and maintaining knowledge of charity law and best practice in charity governance.

6. **Maintaining proper financial oversight and asset management:** Responsibility to ensure that the Foundation's financial obligations are met and that there are adequate financial controls in place:
  - Ensure that the Foundation's resources are managed responsibly so it can meet its charitable purpose. This includes monitoring spending; approving the annual financial statement, budget, reports, and accounts; and seeking to minimise risk appropriately.
  - Act prudently in all matters relating to the Foundation and always in the interest of the charity.
  - Ensure that intangible assets such as organizational knowledge and expertise, intellectual property and the Foundation's brand, good name and reputation are recognised and safeguarded.
7. **Risk management:** Ensure that major risks to the Foundation are identified and reviewed, and that systems are in place to mitigate or minimise these risks.
8. **Maintaining effective Board performance:** Responsible for ensuring that meetings remain productive and constructive. This includes reading relevant material provided prior to Board meetings and contributing to a high standard of deliberation, consensus-building, and decision-making within the Board.
9. **Participating in events and activities and promoting the Foundation and its work:** Willingness to undertake activities outside of Board meetings at the request of the Chair or CEO. This may include representing the Foundation at a facility opening event or giving support to senior members of the team on specific issues.
10. Trustees are also expected to undertake duties as can be reasonably expected to ensure the smooth running and efficiency of the Foundation and the Board.

#### **Additional information**

11. As a voluntary position, the role is non-remunerated; however, Trustees may claim reasonable out-of-pocket expenses incurred as a result of carrying out their role.

# TRUSTEE PERSON SPECIFICATION

1. Football Foundation Trustees are expected to demonstrate all the following personal competencies and qualities and the capacity to apply these to the direction of a mid-sized organisation:
  - Empathy with the vision, mission and aims of the Football Foundation and a way of working that demonstrates this.
  - Thinking and applying knowledge strategically.
  - Analysing and evaluating management information and other evidence.
  - Communicating clearly and sensitively and taking an active part in discussions.
  - A willingness to speak their mind, while also listening to the views of others.
  - Challenging constructively and asking questions appropriately.
  - Exercising sound and independent judgement.
  - A proven track record of effective, independent, decision making.
  - Working effectively as part of a team to make collective strategic decisions and accepting collective responsibility for decision making.
  - Managing difficult and/or challenging situations.
  - Maintaining confidentiality.
  - Personal credibility, with an ability to act as an ambassador for the Foundation with a variety of stakeholders.

## Skills and experience for Trustees

2. The knowledge, skills and experience in the following list are relevant to the Foundation's main areas of activity. They are represented across the charity's Executive and wider team, who apply them at an operational level.
3. It is desirable for Trustees to have knowledge and understanding of some of these areas to enable the Board to collectively cover all operational activity of the Foundation, contribute well informed views and to challenge appropriately with an informed and constructive approach. Overall, a willingness to work together as part of a Board committed to helping the Foundation achieve its aims is critical.
  - Strategic planning, strategic frameworks, and systems.
  - Financial management and accounting.
  - Operational management and planning.
  - Environment, Social and Governance (ESG)
  - Performance monitoring.
  - Community development.
  - Risk management.
  - Marketing and communications
  - Equality, Diversity, and Inclusion (EDI).
  - Legal (company, property, charity, health and safety).
  - Monitoring and evaluation/insight.
  - Project management.
  - Digital and technology transformation.
  - Digital and technology solutions.
  - Networks/alliances/partnerships.
  - Social/political environment.
  - Governance and regulation.
  - Welfare & safety.
  - Business development.
  - Property/asset management.

4. The Foundation recognise that Trustees can contribute to the charity in a range of ways. The Foundation's objective is to have a governing Board with different skills, backgrounds, experiences, and perspectives that creates a diverse body of knowledge.

### **Sector experience**

5. All Trustees are expected to have a working knowledge and a genuine interest in the charitable sector, as well as an interest in sports. An understanding of the inter-relationships between Sports Governing Bodies in the UK would be beneficial but is not essential.

### **Commitment**

6. Trustees are required to understand and accept the duties, responsibilities, and liabilities of being a charity Trustee.
7. The Board meet four times a year and Trustees are required to be available for all these meetings. As well as these scheduled meetings, other contact – usually by email or telephone – may be necessary.
8. There must be a willingness from all Trustees to give at least the minimum time commitment required for the role, both during and between Board meetings.
9. Trustees are required to carry out their duties and responsibilities in compliance with Foundation policies and legal and statutory guidelines.
10. Trustees are required to contribute to the decisions of the Board using their skills, knowledge and experience and share responsibility for all Board decisions taken.