

Role and Responsibilities of Youth Access Trustees

Purpose

- To provide effective and inspirational governance to Youth Access
- To work in partnership with the Director to help achieve the mission of Youth Access
- To champion Youth Access, young people, Youth Access members and Youth Information, Advice, Counselling and Support Services generally.

Duties:

Collective duties of all trustees

- Champion the information, advice, counselling and support needs and interests of young people and their access to effective and high quality services
- Ensure the effective governance of the charity
- Approve the rolling 3-year strategic plan and annual business plan and monitor progress against these
- Determine/approve the annual budget and monitoring progress against it
- Review and approve the annual report and accounts
- Appoint the Director and monitor his or her performance
- Review the Board's overall performance in carrying out its duties and responsibilities and take action to address areas of underperformance
- Ensure the sustainability and growth of the organisation.

Individual duties of trustees

- Attend meetings of trustees
- Play an active part in the trustees' meetings and deliberations
- Exercise due care and attention and using reasonable skill in dealing with the charity's affairs
- Use own skills, knowledge and experience to help the trustees reach sound decisions
- Ensure personal knowledge and understanding of the work of the charity, its staff and key stakeholders
- Engage with the Chair in performance appraisal and undertake training and development activity in relation to the role of trustee of the charity
- Take the lead in any trustees' activities where the trustee has special knowledge and where appropriate acting as a champion
- Sit on and, where appropriate, chair sub committees and working groups of the board
- Comply with the Conflict of Interest Policy for the charity.
- Sit on recruitment and disciplinary panels if required.

N.B. The terms and conditions of employment for all permanent staff of Youth Access are set by the National Youth Agency. The YA Board has delegated powers to ensure that staff and the working practices of YA comply with the employment policies set by the National Youth Agency

The skills, knowledge, experience and qualities we are looking for

<p>1. Knowledge, understanding and experience</p>	<p>As well as having a knowledge and understanding of good governance, we are particularly interested in potential trustees who have experience of one or more of the following:</p> <ul style="list-style-type: none"> • Finance • Fundraising • Business/industry • Statutory mental health • Services to young people generally
<p>2. Personal attributes and attitudes</p>	<p>Trustees should:</p> <ul style="list-style-type: none"> • Like young people • Be good listeners • Have effective communication skills • Be both professional and passionate • Be tolerant of the views and opinions of others but not be afraid to offer positive challenge. <p>Trustees should have a commitment to:</p> <ul style="list-style-type: none"> • Nolan’s seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership • Pursuing the best interests of young people, particularly their social, emotional and mental health • The value of information, advice and counselling • Equal opportunities and anti discriminatory practice.
<p>3. Time Commitment</p>	<p>Trustees should be in a position to commit a minimum of 8 days per annum to the role including reading of relevant papers, attendance at meetings and occasionally representing the charity externally.</p>
<p>4. Term of Office</p>	<p>The Board of the National Youth Agency as the sole member of the company Youth Access has the power to appoint the trustees of Youth Access. The term of office of the Chair and trustees of Youth Access will be three years with the option to renew this for one further three year period.</p>

All Trustees will undergo a period of induction, aimed at familiarising them with the work of Youth Access and their role as Trustees. The role of Trustee is an unpaid voluntary position. However, expenses will be paid.

Summary of the responsibilities of all Trustees:

Youth Access is registered as a charity and a limited company. Each trustee is also a director of the company and has legal responsibilities and potential liabilities in each capacity. The following sets out the main legal and regulatory duties of all trustees

- Ensuring the charity operates lawfully, complying with charity law, company law and other relevant aspects of the general law
- Setting the strategy and undertaking the strategic management of the charity
- Ensuring that the charity complies with its Memorandum and Articles of Association and all applicable legislation and regulations
- Ensuring that the charity pursues its objects as defined in the Memorandum and Articles of Association
- Ensuring that the charity applies its resources exclusively in pursuance of its objects
- Supervising the committees of the charity and ensuring high standards of staff performance and conduct, particularly the chief executive and through her/him all those employed by the charity
- Ensuring the financial stability of the charity
- Ensuring proper accounting records are kept
- Ensuring the effective and efficient administration of the charity
- Protecting and managing the property of the charity
- Ensuring the proper investment of the charity's funds
- Approving the charity's policies
- Safeguarding the good name and ethos of the charity.