

Youth Access trustee board members



Role description

Youth Access coordinates a thriving network of over 180 youth advice and counselling services across the UK. Our vision is that all young people can access free support on their journey into adulthood from community-based advice and counselling services that respect their rights and meet their individual needs.

Our work includes:

- Advocating with and for our members and young people, to influence national policy and funding decisions.
- Facilitating networking and collaboration across our network, enabling challenges and solutions to be shared.
- Developing and disseminating evidence, training and guidance to support members to develop their services and advocate for change locally.
- Through centring young people's voices, we support them to campaign for transformational change to ensure services and systems fulfil their rights.

1. Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity.

Youth Access currently has a small board comprising the following seven trustees:

- David Clark, Chair
- Olessia Willybiro, Chair of Finance, Audit & Risk Committee
- Sally Benton
- Charlotte Dobson
- Charles Martin
- Dan Mobbs
- Luke Taylor

Current trustees have backgrounds in policy and parliamentary affairs; finance; management of local youth advice and counselling services and national youth charities; and youth participation.

2. The role of the board of trustees

At its simplest, the role of the trustee board is to ensure the effective governance of the charity by safeguarding the assets of the charity and applying them for the charitable purposes as declared in the objects of the charity.

In addition, trustees are expected to:

- Provide effective and inspirational governance to Youth Access
- Work in partnership with the Chief Executive to help achieve the mission of Youth Access
- Champion Youth Access, young people and Youth Information, Advice and Counselling Services.

The trustee board must always act in the best interests of Youth Access, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The trustee board must act as a group and not as individuals.

3. Duties of a trustee board member

The collective statutory duties of all trustees are to:

- Ensure that Youth Access complies with its governing document (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that Youth Access pursues its objects as defined in its governing document
- Ensure that Youth Access applies its resources exclusively in pursuance of its objects
- Contribute actively to the board of trustees' role in giving firm strategic direction to Youth Access, including setting overall policy, strategic plans and annual business plans, and monitoring progress against these
- Safeguard the good name and values of Youth Access
- Ensure the financial stability of Youth Access, including determining the annual budget and monitoring progress against it
- Protect and manage the property of Youth Access and ensure the proper investment of Youth Access' funds
- Appoint and support the chief executive officer and monitor his/her performance
- Ensure the effective and efficient administration of the charity
- Approve the charity's policies
- Ensure proper accounting records are kept
- 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

In addition to the above statutory duties, each trustee is expected to:

- Attend meetings of trustees
- Play an active part in the trustees' meetings and deliberations
- Exercise due care and attention and use 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
- 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

4. Minimum time commitment

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.

Trustees are expected to attend all board meetings. Board meetings are held four times a year, usually during normal office hours, although meetings are sometimes held in the evening. Board meetings currently take place via Zoom, though some future meetings may be held in-person in London. Papers are distributed one week in advance of meetings. Trustees can claim out of pocket expenses (including travel expenses and childcare costs) incurred in attending meetings.

5. Person specification

Trustees need to be wholeheartedly committed to Youth Access' vision and work, and set a standard of conduct for the entire organisation by acting with the utmost integrity at all times. They are expected to be advocates of Youth Access' work and to promote us positively and with passion externally. They will challenge the Chief Executive and the organisation to ensure the aims are being met appropriately and effectively.

In addition, each trustee must have:

- a willingness to devote the necessary time and effort
- a commitment to Nolan's seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership
- strategic vision
- good, independent judgement
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of Youth Access.
- a commitment to equity and anti-discriminatory practice

The board of trustees collectively needs **skills and experience** in:

- Finance

- Fundraising
- Public policy and public affairs
- Property/premises
- Law
- Advice and counselling services for young people
- Human resource management
- Collaborative partnerships

As a member-led organisation it is crucial that our board has representatives from our membership, to provide insight and inform strategy and decision-making.

We are currently seeking new trustees who are senior leaders in Youth Access member organisations.

The term of office of trustees of Youth Access will be three years with the option to renew this for one further three-year period.

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.