

Role description

Trustee and honorary secretary



Accountable to the membership of the association

Reporting to the RA president

Role description

Background

The Trustee Board is responsible for setting the strategic aims, objectives and direction of the Charity and to oversee the operational delivery of the Association through the chief executive officer. The legal responsibility for management remains with the trustees.

The role of trustee and honorary secretary (the role) of the Renal Association (RA) is to provide strategic leadership in line with the RA's policy and objectives. To use knowledge, skills and experience to ensure that the RA achieves its charitable objectives and to represent the interests of all stakeholders and to act as ambassador for the charity. The role is critical to the governance and operation of the RA. It assures all trustees that the Associations corporate, risk and clinical governance processes are in order. To achieve this, the post holder is supported by:

- All other trustees who bear equal responsibility
- The chief executive officer (CEO) for all aspects of management and delivery
- Staff preparing policies and information as well as ensuring compliance
- External solicitors with expertise in the charity sector
- External auditors who provide assurance to the RA.

Appointment process

- The role is open to any member of the RA in good standing
- The role is advertised to the membership seeking applications
- Applications are reviewed and appointments made in accordance with the RA's [equality and diversity statement](#)
- The appointment is ratified by the trustees.

Term of office

The role is appointed for a term of office normally of three years (which may be extended by one additional year with the agreement of the majority of trustees)

Duties of the role

Committees

- Trustee of the Association and regularly attends Trustee Board meetings
- Member of the Finance and Risk Committee
- Member of the Governance and Nominations Committee
- Member of the RA Council and other committees as required.

Delegated responsibilities

As trustee

- Subject to the [Articles](#), the trustees are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association
- Safeguards and promotes the RA's good name, reputation, objectives and values
- Responsible for directing and developing the RA's Strategic Plan ensuring that its values are represented
- Supports, constructively challenges and motivates the CEO and other staff
- Evaluates performance against strategic aims
- Scrutinises board papers, leads discussions, focuses on key issues, provides advice and guidance on new initiatives
- Ensures effective governance and efficient administration of the RA and its financial stability and legal compliance within the Charity Commission's regulatory guidelines
- Has oversight of remuneration and the compensation and benefits paid to all staff
- Oversees the financial health of the charity, ensuring that the RA has sound systems of internal control and risk management and reviewing the financial and commercial impact of any new or revised activity
- Approves strategic plans, budgets, reserves policy and position and authorisation limits and ensures that the Association has the resources to achieve its aims.
- Protects and oversees the portfolio of investments of the RA and ensures that it invests its funds with due diligence
- Represents the Board at functions and events
- Networks internally / externally to the Association, acts as a RA ambassador representing the values of the Association and upholding its reputation to win support by informing on the RA's activities and issues that affect the charity's work.

As honorary secretary

- Working with past president, supports the corporate governance of the RA
- Leads on the consultation process for NICE, NHSE and International guidelines
- Agrees the terms of reference for trustees' and council members' roles
- Prepares the honorary secretary report for each trustees and council face to face meeting
- Supported by the CEO, oversees the appointment of and development of all committee chairs and trustees

- Supported by the CEO and Staff, assures the trustees that appropriate systems and processes are in place for
 - Risk management
 - The Annual General Meeting (AGM) of the organisation, including chairing the meeting, gathering reports, issuing notices and reminders
 - Nominations and appointments
- Presents to the trustees for approval, plans developed by the CEO and Staff on:
 - All appointments
 - RA annual report
 - AGM
- Oversees communications for the Renal Association including
 - Ensuring processes and resources are in place
 - Websites are branded and fit for purpose
 - The strategic communication plan
 - RA monthly news and other channels to members are identified and maximised
- Leads on membership services for the RA including
 - Ensuring products are available to meet members' needs, in particular education and training packages in conjunction with the Education & Training committee
 - Acting as liaison between Council and Trustees, and members

External links

[Hartley Fowler](#) – Renal Association auditors

[Blake Morgan](#) – Renal Association solicitors

[Gov.UK The Essential Trustee: what you need to know, what you need to do \(CC3\)](#)

[Charity Commission](#)