

## **Non-Member Trustee**

### **Accountable to the membership of the Association**

### **Reporting to the Presidents**

### **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 and an operational leadership group. The legal responsibility for management remains with the trustees.

The role of non-member trustee (the role) of The UK Kidney Association (UKKA) is to provide strategic leadership in line with the UKKA's policy and objectives. To use knowledge, skills and experience to ensure that the UKKA achieves its charitable objectives and to represent the interests of all stakeholders and act as ambassador for the charity. The role is critical to the governance and operation of the UKKA and is supported by:

- All other trustees who bear equal responsibility
- The chief executive officer (CEO) for all aspects of management and delivery
- External expertise
- External accountants with expertise in the charity sector
- External auditors who provide assurance to the UKKA

#### **Appointment process**

- The role is open to any non-member and advertised via channels outside of the membership
- Applications are reviewed and appointments made in accordance with the UKKA'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
- Chairs the remuneration committee
- Member of the UKKA Council
- Member / chair of other committees as required including:

- Professional Groups
- Operational Leadership Group
- Special Interest Groups (SIGS).

## 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, see [Articles of the Association](#)
- Safeguards and promotes the Association's good name, reputation, objectives and values
- Responsible for directing and developing the 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 Association 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 Association 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 Association 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 an ambassador representing the values of the Association and upholding its reputation to win support by informing on activities and issues that affect the charity's work.

### As chair of the remuneration committee

- Supported by the head of finance, and HR manager:
  - recommend for approval by the Board the framework or broad policy for the remuneration of the Company's staff
  - is confident that annual cost of living pay award align with the budget and where appropriate, market benchmarks

### **Person Specification**

A clear, strategic thinker, interested in the important charitable aims of the Association. You should be able to demonstrate objectivity, willingness to contribute time and energy and willingness to be accountable to the organisation.

You will be expected to attend the Trustee Board Meetings (circa 3 online and 1 face to face meetings per year plus, plus monthly online meetings) and will be asked to attend and/or chair/co-chair sub-committee meetings or task and finish groups. Experience of chairing meetings is essential.

### **Timetable**

Tenure to commence: June 2024

### **Equality & Diversity**

The Association is committed to creating and sustaining a positive, fair and mutually supportive environment. We accept, respect and value people with diverse identities and backgrounds and believe our differences make us stronger and more effective in achieving our goals. We ensure appointments are made on the recommendation of a transparent, balanced, and appropriate panel, are made based on merit, and encourage applications from all suitably qualified and eligible candidates.

Refer above to the unique appointment process for this role.

### **Expenses**

Please note that the appointment is unremunerated and that reasonable expenses are covered for travel and accommodation, within the UKKA's expenses policy. Further details will be provided on appointment.

### **External links**

[Haines Watts](#) – UKKA auditors

[Evans & Partners](#) – UKKA accountants

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

[Charity Commission](#)