**Role of BRR Board Member (Trustee)**

**Overall Purpose**

The Board of BRR is made up of individual elected members who are all also Trustees of the charity. Trustees are volunteers and should not be paid for their work, but can claim any ‘out of pocket’ expenses (e.g. travel, childcare.) Trustees have particular legal responsibilities for the organisation:

* **They have ultimate responsibility for the way the organisation is run (its governance).**
* **They must make sure that it sticks to what is said in its rules (Constitution or Memorandum and Articles of Association).**
* **They must make sure it works in the best interest of its beneficiaries(members/ service users)**
* **They must make sure it is run efficiently and in a way that does not break the law.**
* **They must make sure that any funding is spent sensibly and that good financial plans are in place.**
* **They must make sure it has a sound strategic plan that everyone works to and that meets the the aims and objectives of the organisation.**
* **They have overall responsibility for the recruitment and employment of the staff and volunteers.**

**Role Description: In practice, this means all Trustees should:**

1. Attend all the Board meetings and any meetings of any Sub Committees they agree to attend, and give apologies if they are unable to attend any.
2. Read the paper in advance of meetings.
3. Read the minutes of meetings and undertake any actions that are agreed as theirs.
4. Elect the key officers such as the Chair and Treasurer, and appoint the Company Secretary.
5. Always acts in the best interest of the charity and of its members.
6. Make sure that BRR complies with the law and any requirements of the Charity Commission or Companies House, and has the required policies and procedures in place.
7. Agree policies, rules and procedures (in line with the constitution) to outline how the organisation should be run.
8. Set the annual budget and make sure it is monitored and that BRR has a sound financial plan and spends its funding sensibly and in line with its objectives.
9. Make sure the accounts are kept in the way required by Companies Act and Charities Act.
10. Promote and develop BRR in order for it to grow based on the needs of the members.
11. Interview and appoint key staff, and ensure good practice in the employment of all staff and volunteers.
12. Maintain absolute confidentiality about all sensitive/confidential information received.

**You cannot be a Trustee of BRR if you are:**

1. Under 18 years
2. Undischarged bankrupt or have a voluntary agreement to pay off debts with a creditor
3. Have an unspent conviction for dishonesty or deception
4. Declared incapable of managing their own affairs
5. Not a Legal Member/Friend of the organisation
6. Someone who has been removed from trusteeship of a charity
7. Someone who is disqualified by the Company Directors Disqualification Act

**Person Specification: What we want from all Trustee/Board Members**

1. Someone who is reliable and will attend every meeting, unless there are good reasons why not.
2. Someone who understands and agrees with the aims of BRR.
3. Someone who has a good understanding of the experiences and the entitlements of refugees and asylum seekers.
4. Someone who is committed to trying to improve the situation for refugees and asylum seekers.
5. Someone who has experience of meetings and is willing and able to read and study the Board papers and to make comments as appropriate at meetings.
6. Someone who is willing to work as part of a team and to listen to other people’s views.
7. Someone who is able to understand accounts and to make sure the organisation has good financial plans.

**Specific extra skills/experience we also need on the Board**

1. Good knowledge of Human Resources/Personnel issues (knowledge of employment law)
2. Experience of researching and writing policies
3. Experience of successful campaigning or media strategy
4. Experience of the corporate environment and business management
5. Experience of financial management or accounting
6. Experience of successful charitable fundraising
7. Experience of effective lobbying
8. Experience of strategic and business planning
9. Knowledge of safeguarding issues

**What commitment we expect from you**

We expect Board members to commit to doing the following:

1. Attending Board meetings every other month (usually for around 2 hours in the evening)
2. Being on at least one sub-committee and attending the meetings of that sub-committee which are usually every other month (usually for around 2 hours in the evening)
3. Reading all the papers in advance of meetings so that you can contribute. Checking the minutes after the meetings so you know what actions you need to take.
4. Some Board members will need to act as Chair of a sub-committee
5. Assisting with other tasks such as being on the crèche steering committee or helping to write policies