



Association for Real Change (ARC) Trustee Role Description

ARC's vision is to celebrate difference, respect, listen to and include everyone. Our work benefits people with learning disabilities, autistic people, or people with other support needs - and their families.

Our aims are to improve:

- Knowledge and Rights
- Choice and Control
- Inclusion and Equality.

Overview of a Trustee

Trustees have individual and collective responsibility to ensure the highest standards of Governance for ARC. You will work with the ARC Chair, all Trustees (Board) and Strategic Leadership Team to deliver our exciting new strategic vision and help ensure the long-term future and success of ARC.

ARC has adopted a collective leadership model where accountability is delegated to a Strategic Leadership Team (comprising Directors of ARC England, Scotland, Northern Ireland and Finance), rather than a CEO.

Key Duties of an ARC trustee:

- Make sure the charity does what it says
- Follow the law
- Take care of the charity
- Keep the charity safe
- Do what is best for the charity
- Work as a team
- Not to make money from being a Trustee

Through:

- Regularly reviewing ARC's strategy to ensure that the organisation is operating within the terms of its charitable objectives and achieving change.
- Overseeing compliance assurance frameworks to ensure good governance of ARC.

- Taking an active role in ARC’s Board meeting to ensure they are constructive and meaningful and fulfil the key duties of trustees.
- Ensuring that the different policy political and social landscapes in the countries that ARC operates, and which are reflected in the different ways in which ARC achieves its aims in the four countries are respected and preserved.
- Fulfilling other duties and assignments, as may be required from time to time, in order to ensure the smooth running of the Board.
- Participating in training sessions provided for the benefit of Trustees in order to maintain professional development.

Person Specification

- A commitment to the values and principles of human rights, equality and inclusion.
- Understanding of the experiences of people with learning disabilities, autistic people, or people with other support needs - and their families.
- A commitment to the value of partnership approaches to address challenges and capitalise on opportunities.
- An ability to effectively communicate in groups.

Practical Support

This will include the following:

- Administrative support from the ARC Governance Co-ordinator.
- Support available from Trustees as appropriate.

Time commitment:

To attend 5 Board meetings a year. Our Board meetings are held online and in-person, so will require a degree of travel and occasionally overnight stays.

Reporting Quarter:	Q1 (Apr-Jun)	Extra Meeting	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
Meeting Month:	September	November	December	March	June
Meeting Focus:	AGM & Celebrations	SLT 360 Appraisals and Pay Review	Risk Register Review & Remedies	Strategy Review Business Plans & Budgets	Governance Plan <i>(inc. trustee skills evaluation)</i> & Compliance Reports
Meeting Type:	In Person	Online	Online	In Person	Online

Terms of Office:

This post may be held for a term of 3 years, then the post holder may stand for re-election for a further 3 years, after which time the post holder must stand down.

Remuneration:

No salary is payable in relation to this role however reasonable travel and subsistence expenses will be paid for business trips, including accommodation where required.