



ROLE DESCRIPTION - AFF TRUSTEE

Introduction

The Army Families Federation (AFF) is a Charitable Incorporated Organisation (CIO). AFF was originally formed as a registered charity in 1982 to provide a two-way communications link between the Army and its families.

AFF is governed by a Board of Trustees, their role is to ensure that the Army Families Federation succeeds in its core business of being the voice of the Army family. The Board of Trustees has the legal responsibility for the overall management, decision-making and performance of the Charity. The Trustees bring a wide range of skills and experience to the Army Families Federation. The Board consists of a Chair of Trustees and Trustees.

The role of the Trustee is voluntary and unpaid.

The Trustees' Role and Responsibilities

The role and responsibilities of AFF's Trustees can broadly be grouped under four main headings; to **provide strategic guidance**, **ensure compliance**, a **duty of prudence** and a **duty of care**.

- **Provide strategic guidance**
 - Setting and maintaining vision, mission and values
 - Setting overall policy and developing strategy
 - Defining goals, setting targets and evaluating performance against agreed targets
- **Ensure compliance**
 - To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
 - To ensure that the organisation pursues its objects as defined in its governing document
- **Duty of prudence**
 - To ensure that the charity remains solvent
 - To ensure that the organisation uses its resources wisely and exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)

- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- **Duty of Care:**
 - To safeguard the good name and values of the organisation
 - To ensure the effective and efficient administration of the organisation
 - Sourcing professional external help as necessary
 - Selecting and supporting the Chief Executive

In practice, much of the work of Trustees is conducted at six meetings held across the year, the meetings are a mix of conference calls and face to face meetings, which are usually held in Andover or London. Attendance and advance preparation for the Trustee meetings is crucial.

Between meetings, Trustees will have reading and may also be asked to contribute to individual projects and will also be a member of one of the two sub committees (Governance Committee or Remuneration Committee).

Person Specification

Aside from specific skills and/or knowledge which we may seek with individual appointments, what we look for on the Board is someone with:

- **Strong communication skills**
 - Willing to contribute relevant views and knowledge, and to question and challenge effectively
- **Commitment to the organisation**
 - Willing to devote the necessary time and effort to AFF
- **Capacity for teamwork**
 - To work effectively with the board and with the AFF staff team
- **Integrity**
 - Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
 - To maintain confidentiality of Board business
- **Strategic vision**
 - Strong, independent judgement
 - Ability to think creatively
- **IT Skills**
 - computer literate and have access to the internet and email

Further Information

AFF Trustees are unpaid. However, accommodation and travel expenses will be paid; there is a subsistence allowance for expenses incurred in the course of fulfilling the duties of the post.

Applicants will need to sign the charity commission and HMRC guidelines on fit and proper person as part of the application process.

AFF - Background information

The Army Families Federation (AFF) is a Charitable Incorporated Organisation (CIO). AFF was originally formed as a registered charity in 1982 to provide a two-way communications link between the Army and its families. AFF is often pivotal in achieving improvements for Army families such as changes to Government and military policy and changes to the delivery of how things are provided for families.

We are an **independent** and **confidential** charity which provides a unique two-way communication channel between families and the Army. AFF represents all members of a soldier's family and is funded by a combination of public and non-public funding as well as outside sponsorship raised for one-off events and projects.

AFF's Chief Executive and Branch Directors work at a strategic level to highlight families' concerns to Army command, Government and the media. The work of AFF is used to demonstrate the needs of the Army family and influence or bring about changes to relevant policy areas.

AFF works at a local level with Army families and the chain of command, using Specialists (subject matter experts on key issues) and a network of Co-ordinators based across the UK and overseas (including Belgium, Brunei, Canada, Cyprus, Germany and Kenya). Where possible, issues are dealt with locally, either by empowering families to help themselves or by advocating on their behalf.

All reported concerns and enquiries are collated twice yearly in a statistical quantitative report, Families' Concerns, which is sent to senior Army command, Defence Ministers, Members of Parliament and the media. It is available on our website at www.aff.org.uk. This evidence is used to underpin our position as an expert witness on Army families' issues and form the 'AFF View'.

AFF conducts research on specific areas of concern and assesses the impact of policy changes so that we can comment on behalf of families. AFF surveys are conducted face to face and via the internet to ensure the widest possible input from Army families.

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ