

Board Role Descriptions

All Trustee Board members

As a Trustee Board Member, you must:

- Always act in the best interests of HDUK exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility.
- Act as an ambassador for the cause and the charity and act as a spokesperson for the organisation when appropriate.
- Act as a group and not as an individual, fostering and promoting a collaborative team environment.

Duties as a Trustee Board Member:

- Ensure that HDUK complies with charity law, company law and any other relevant legislation or regulations.
- Ensure that HDUK pursues its purpose as set out in the Articles of Association and organisation's vision and mission.
- Ensure that HDUK applies its resources wisely.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Executive Director in setting overall policy, defining goals, setting targets and evaluating performance against these.
- Contribute actively to Board Meetings and other appropriate events and activities.
- Safeguard the reputation and values of HDUK.
- Ensure the financial stability of HDUK.
- Ensure that there is a suitable framework of internal controls and risk management in place that are regularly reviewed and updated

Time Commitment of Trustees:

- Trustees are expected to attend an induction meeting with the Chair of the Board and the Executive Director and undertake an induction process, prior to attendance at their first board meeting.
- Trustees are expected to attend all board meetings, which are held remotely. Meetings will be held every two months, typically lasting two hours (with the regularity of meetings reviewed six months after establishment of a new Board). Meetings are typically held on weekday evenings.
- Trustees may be asked to take part in governance and/or safeguarding training.
- Papers are distributed one week in advance of meetings; trustees are expected to have read them in advance of the meeting.
- It is also important trustees visit activities to observe sessions, to take their own soundings of the delivery performance and contextualise the information being provided.

Trustee Person Specification (General)

Each Trustee must:

- Be committed to HDUK's success within its mission and values.
- Show willingness to devote the necessary time and effort.
- Act with integrity and have a willingness to speak their mind.
- Employ a strategic vision.
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Have the ability to work effectively as a member of a team and to take decisions for the good of the HDUK
- Have sufficient knowledge of experience to undertake the role for which they are responsible.

Roles we are Recruiting

Treasurer

Overview

To ensure prudent and appropriate use of financial resources, be accountable for: solvency, maintenance of accounting records; external audit; and financial reporting

Duties

- To be accountable, along with the rest of the Board, for the charity's solvency, continuing effectiveness and the preservation of its endowments (if any).
- To exercise oversight over the movement's financial affairs, including budgeting and financial planning.
- To review the monthly management reports and to present an overview at each board meeting.
- To oversee the preparation of the charity accounts and Annual Reports and submit Annual Reports and Annual Returns to Companies House and the Charity Commission as appropriate.
- To recruit and thereafter chair a Finance Committee (consisting of at least one additional volunteer, the Executive Director and the bookkeeper), working closely with all committee members.
- To ensure all strategic plans are financially appraised and are aligned to both the short- and long-term objectives of the movement.
- To ensure that any savings are suitably invested in terms of accessibility, ethics and at an acceptable risk level.
- To ensure that all relevant policies, procedures and documentation are in existence, compliant and being executed and to ensure these are reviewed annually.

Compliance and Governance Trustee (including HR)

Overview

To have general oversight, alongside the rest of the Board, of movement's legal responsibilities, including ensuring that the movement remains true to the charitable purpose and objects, support Board appointments and development and oversee the decision-making processes. To oversee the HR functions to ensure they are delivered fairly, effectively and within the law.

Duties

- To have oversight over the movement's adherence to the requirements in its governing document or bye-laws; and of the charitable purpose and objects stated therein.
- To have oversight over compliance with the requirements of other legislation and other regulators (if any) which govern the activities of the charity, including ensuring that the movement complies with charity law, company and data protection law, and with the requirements of the Charity Commission and Companies House as regulators; in particular ensuring that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- To oversee the reporting of serious incidents to the Charity Commission.
- To ensure that systems are in place to identify and avoid any personal conflicts of interest or misuse of charity funds or assets.
- To provide advice and support as appropriate on general HR/legal matters and queries to the Board and Senior movement employees.
- To assist the Executive Director to ensure that all relevant policies, procedures and documentation are in existence, compliant and being executed and to ensure these are reviewed annually.

Safeguarding and Welfare Trustee

Overview

To assist the office team to ensure appropriate systems are in place (reviewed regularly) and the movement is excelling in all areas of welfare, safeguarding and protection, and to be the lead contact for escalated issues and/or provide support on complex cases.

Duties

- To have general oversight of child protection and safeguarding within the movement, taking a lead on this at Board level.
- To assist the Executive Director to carry out 12-monthly reviews to ensure appropriate systems are in place.
- To work with the office team to ensure the movement is excelling in all areas of welfare, safeguarding and protection (from chanichimot i.e. participants - through to movement workers):
 - To support the Executive Director in carrying out an internal audit of the movement's safeguarding procedures to identify any areas which need upgraded.
 - To support the Executive Director to ensure the movement is keeping up to date with recent guidance and legislation regarding to welfare and that all staff are trained on all relevant policies.
 - To support the Executive Director to ensure all incoming movement workers and staff are trained on all relevant policies.
 - To support the Executive Director, and have general oversight, to ensure movement workers are properly training madrichim (leaders) in areas of welfare, safeguarding and hadracha (leadership) and properly communicating all welfare related policies to them.
- To provide support and advice to the office team where necessary, on welfare planning in relation to activities and safeguarding situations as they occur, overseeing that appropriate steps are taken.
- To support with the Executive Director in reviewing all serious safeguarding/welfare incidents to understand whether the process was correct - if not, to provide feedback and a help implement a process so if the same situation occurs the movement will be better equipped to manage the situation.
- To work with the Board and Executive Director to build and develop a network of experts and professionals that can be consulted as necessary.
- To oversee that all relevant policies, procedures and documentation are in existence, compliant and being executed and to ensure these are reviewed annually.

Fundraising Trustee

Overview

To support the Executive Director to maximise the fundraising income for the movement by creating and executing an annual fundraising strategy.

Duties

- To support the Executive Director in fundraising; including, individual donors, events, grants, sponsorships and any other appropriate ways. Examples of support are as follows:
 - If asked by the Executive Director, reviewing large applications prior to submissions.
 - Work with the board to identify prospective donors and ensure that the board is supporting the cultivation and stewardship of those donors as required.
 - Events: assist in creating an annual fundraising events calendar; approve all budgets in advance of the event.
 - Sponsorship: Identify potential sponsorship opportunities within the organisation
 - Ensure board members are recruiting their own networks as appropriate to take part in annual fundraising events.

- To set a fundraising target (in consultation with the Finance Committee) at the start of each year.
- To be aware of and promote good fundraising practices.
- To ensure openness and honesty about the costs of all such fundraising, including events, and explain in the Annual Report the effectiveness of fundraising at HDUK.
- To recruit and thereafter chair any committees required for fundraising purposes.
- To create a fundraising culture within the movement which encourages individuals to harness their individual networks to support the movement.
- To ensure that all relevant policies, procedures and documentation are in existence, compliant and being executed and to ensure these are reviewed annually.

PR, Marketing and Communications Trustee

Overview

To act as guardians of HDUK's brand advising on the development and management of the brand, the visual identity and public profile.

Duties

- To support HDUK in all areas of marketing and PR to ensure it is well represented and achieving its potential, increasing the charity's visibility across a wider audience. This could include supporting the team in undertaking a marketing and communications review and updating marketing and communications plan.
- To advise on PR, brand management and digital/social media.
- To support the office team in creating a strategy for large-scale events (eg. Summer camp, shnat) to ensure maximum possible attendance.
- To work with the Executive Director helping to identify any press opportunities which HDUK can take advantage of.
- To support the office team in developing a crisis-management strategy should HDUK require it in the future.
- To ensure that all relevant policies, procedures and documentation are in existence, compliant and being executed and to ensure these are reviewed annually.

Roles Currently Filled

Chair of the Board of Trustees

Overview

Lead the Board, ensure good governance, support the Executive Director (ED) to achieve the organisation's aims and optimise trustee and staff relationships.

Duties

- To lead the Board of Trustees, ensuring that the Board fulfils all of its responsibilities for the proper governance of the organisation.
- To chair meetings of the Board of Trustees ensuring that all voices are heard; board agendas will be set by the Chair in partnership with the Executive Director.
- To lead on the development of a diverse Board and ensure that its decisions are implemented.
- To have oversight of the key performance measures and financial projections.
- To line manage the Executive Director, helping them to achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and HDUK staff.
- To undertake the ED's appraisal and objective setting on behalf of Board.
- To take an active role in senior staff and trustee appointments.
- Regularly liaise with, and coordinate between all trustees, providing them with strategic leadership and direction to ensure the board is operating efficiently. To review the overall performance of the board annually.
- To request, read and digest reports of the movement's progress from the Executive Director.
- To ensure that all relevant policies, procedures and documentation are in existence, compliant and being executed and to ensure these are reviewed annually.
- If there are functioning committees to periodically attend meetings to get a feel for the dynamic and output of each one.

Deputy Chair

To deputise for the Chair in their absence, or as requested by the Chair, and to provide a sounding board for the Chair and serve as an intermediary for the other trustees if needed.