

Role Description committee co-optee

Audit, Governance, Resources and Services Committees

A. Introduction

1. Our charity's governing team comprises three roles.

In Queen Alexandra Charity, Birmingham (QAC) itself

Trustees are trustees of the charity. They are charity trustees and directors because we are a charitable company. This is the role that requires the greatest time commitment. As a minimum, our trustees attend Board of Trustees meetings and sit on one or more committees of the Board of Trustees.

Committee co-optees are co-opted to one of the committees of the Board of Trustees. This is the role with the least time commitment, because it does not have the range of duties that trustees do; committee co-optees do not sit on the Board of Trustees or have any the other duties that fall to trustees.

In our trading subsidiary

Directors of QAC Enterprises Limited (QACE) have oversight of our trading subsidiary company. The time commitment is about the same as that for committee co-optees.

2. The main differences between these roles relate to the time commitment and the fact that trustees have wider duties than committee co-optees and QACE directors.

B. What the co-optee role offers you

3. Being a voluntary (unpaid) co-optee to our Audit, Governance, Resources or Services Committee offers you the chance to play a significant part in monitoring performance in its areas of responsibility and, as part of the committee team collectively, to make recommendations and decisions. You can bring your expertise to bear on our work and influence what we do and how we do it, with the reward of seeing your own impact in return for a manageable amount of your time. You will benefit from a range of support as part of an approachable, but rigorous and professional, group of people who share our values.

C. The purpose of the role

4. The purpose of a QAC committee co-optee is to support the work of the Board of Trustees by exercising the responsibilities delegated by the board to the committee through the committee's Terms of Reference.

D. What you will be doing

Your main duties

5. You will share collective responsibility within your committee to carry out the main duties of the role. These will be to
 - a. contribute to the achievement of the responsibilities of the committee
 - b. advise the Board of Trustees on draft strategies and other plans, strategic goals, key performance indicators and other metrics
 - c. assist the Board of Trustees in ensuring that funds and other assets are protected performance in the areas of the committee's responsibility
 - d. monitor the charity's performance and compliance in the areas of the committee's responsibility
 - e. identify, and to recognise, what the charity does well in these areas, and to
 - f. hold relevant executive leaders to account for the performance and quality of those matters within the committee's remit, challenging the charity to improve further.

How you will carry out your main duties

6. You will: read reports from executive leaders; provide challenge and support; contribute your knowledge and expertise; add to the variety of viewpoints and diversity during meetings to reach collective decisions; help to inform strategy; provide direction; and you will assess performance. You will complete training relating to safeguarding and be welcome to join governance strategy days and charity events. However, given that one of the advantages of a co-opted role is the lesser time commitment, there's no expectation that you attend site, except to be inducted.

E. Responsibilities of individual committee co-optees

7. As an individual, you will have the responsibilities listed below.
 - a. To act in the best interests of the charity.
 - b. To take an active interest in the committee's responsibilities and to help the committee to fulfil them.
 - c. To make available such amount of your time as is necessary to be effective in the role.
 - d. To read, and to ensure that you understand, written material prepared for meetings.

- e. To attend all meetings of the committee set out in the annual schedule and to make all reasonable efforts to attend those committee meetings that are called outside the annual schedule.
- f. To participate actively and constructively during meetings.
- g. To: declare any relevant financial, business and personal interests; to sign, and to abide by, the charity's *Code of Conduct for Trustees*; be in alignment with British Values as defined by the Government, and to comply with the Seven Principles of Public Life, relating to selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- h. To apply external perspective and experience to the work of the committee.
- i. To be aware of, and to comply with, those of the charity's policies that are relevant to the work of the committee including, but not limited to, those relating to: equality, diversity and inclusion; safeguarding (including the Prevent Duty, the Seven Principles of Public Life and the British Values); health and safety; the protection of the charity's data and IT systems; and rules relating to committee co-optees as visitors on the charity's premises.
- j. To respect the confidentiality of matters and data relating to the charity, its students, its clients and its staff.
- k. To undertake mandatory training within required timescales, including refresher and update training, where what is mandator is determined by the Board of Trustees and subject to change.
- l. To engage with the governance appraisal process in a willing, honest and professional manner that promotes improvement in performance.

F. Time commitment

8. An estimate of the time required for the role is set out below, assuming co-option to a single committee. Mainly because of our origins as an education institution, most of our governance meetings take place during term-time (see our current *Governance Meetings Schedule*).

Annual committee co-optee commitment	Estimated hours
Attendance at four committee meetings x 3 hours	16
Preparation time for committee meetings	8
Training <ul style="list-style-type: none"> • five mandatory modules 	8
Trustee appraisal	2
Approximate total annual time commitment	34

9. Co-optees are invited to join our annual Governance Strategy Day and to visit us for events.

G. Eligibility

10. There are no criteria determined by legislation for determining eligibility to be a committee co-optee. But the charity chooses to apply to its committee co-optees the Charity law and Companies Act criteria that apply to trustees. The criteria may be obtained by contacting QAC's governance team.
11. A committee co-optee will not be employed by the charity unless this is provided for in its Articles of Association or Standing Orders.
12. Committee co-optees are required to declare any updates to the Register of Interests and to the Register of Gifts and Hospitality, and to declare any personal interest in any agenda item, at the start of each governance meeting. They are also required to make an annual declaration that the registers are up to date. These records are held by the Governance Team and may be made available to the public.
13. The charity requires applicants for committee co-option to apply for a Disclosure and Barring service (DBS) criminal record check and to bring the resulting certificate, in person, to our Human Resources Team. The Board of Trustees has the final say on whether any criminal record should prevent a person from becoming a trustee and, in reaching a decision, it will seek the advice of the Chief Executive Officer, whether they are a trustee or not. We also require proof of identity that meets the criteria that we specify.

Person Specification committee co-optee

Core skills

The core skills that a QAC committee co-optee needs are

- a. the ability, and the willingness, to promote improvement in the quality of the charity's provision, including by recognising what works well and offering challenge
- b. the ability to read, scrutinise and challenge written material, within the period allowed for this before a meeting
- c. the ability to contribute to the approval of appropriate strategies, improvement plans, targets and key performance indicators
- d. the ability to scrutinise written material, verbal information and arguments and to put that scrutiny to use for the benefit of the charity in a constructive way, using appropriate communication and influencing methods
- e. the ability to make reasoned arguments and to help colleagues reach reasoned and reasonable decisions with honesty and diligence, and in good faith
- f. the ability to work constructively with other trustees, committee co-optees and the charity's staff, students and clients, and
- g. the ability to identify and to maintain or to acquire, the skills needed to fulfil the role.

Generic skills

The generic skills that a QAC committee co-optee needs are

- a. strategic awareness
- b. financial awareness (depending on the committee)
- c. the ability to contribute to the formation, and realisation of, a vision
- d. the ability to subscribe to established values
- e. the ability to ask probing questions
- f. the ability to listen critically and to appraise, and
- g. the ability to analyse and to solve problems.