

# Alcohol Research UK & Alcohol Concern

## Trustees' role description and person specification

### 1. Being a trustee of Alcohol Research UK (including Alcohol Concern)

Our Board of Trustees has overall responsibility for one of the UK's leading charities in the field of alcohol harm. As well as overseeing proper governance, the Board is responsible for key strategic decision-making, upholding the reputation of the charity and ensuring that it delivers on its charitable object to reduce alcohol harm. As a trustee you will share this collective responsibility and bring your personal skills, experience and connections to bear.

This is an exciting time for the charity as we adopt a new strategy, new name (to be announced in November) and a new brand identity. All this change will bring challenges and some tough decisions. It won't always be easy, but it will always be stimulating. Your time with us will, we believe, be genuinely rewarding.

We are a registered charity (No. 1140287) and a company limited by guarantee (No. 07462605). Our trustees are also members of the charity and directors of the company. Governance is in accordance with both charity and company law. This role description uses the term 'trustee' to refer to all three roles.

### 2. The duties and responsibilities of trustees

#### (i) Governing documents

Our primary governing document is the Memorandum and Articles of Association which sets out the formal duties and responsibilities of the trustees, directors and members. It is complemented by our Scheme of Delegation. We also subscribe to the Code of Good Governance and work within the guidance documents promoted by the Charity Commission.

#### (ii) General duties and responsibilities

The following are general duties, based on documentation from the Charity Commission and Companies House.

- a) To act in the interests of the charity's objects – that is, its cause and its beneficiaries.
- b) To act reasonably and prudently in all matters.
- c) To avoid personal views and prejudices affecting your decision-making.
- d) To protect the property, interests and reputation of the charity.
- e) To set strategic direction, provide strategic oversight, and make critical decisions.
- f) To understand how the charity works, including being fully aware of the charity's financial position.
- g) To ensure compliance with all statutory requirements as set out by Companies House and the Charity Commission and by other relevant statutory bodies and legislation.
- h) To challenge and support the CEO and, through him/her, the broader staff team.

#### (iii) Additional duties and responsibilities

The following additional duties and responsibilities have been adopted by Alcohol Research UK.

- a) To abide by Alcohol Research UK's policies, such as those on equal opportunities, health and safety, code of conduct, conflicts of interest, GDPR, etc.

- b) To endeavour to achieve at least 75% attendance at Board meetings. In accordance with the governing documents, trustees missing three consecutive board meetings will normally be asked to leave.
- c) To undertake training as required and to participate in an annual development appraisal.
- d) To join one or more of the sub-committees or advisory panels.
- e) To attend, as far as possible, Alcohol Research UK events when invited to do so.
- f) To represent Alcohol Research UK at events and to act as a positive ambassador for Alcohol Research UK amongst its key audiences.
- g) To recognise the role of the staff and understand the extent of the trustees' powers to delegate to them
- h) As far as possible, to be available to offer advice and support to other trustees and staff.
- i) To respond to all Alcohol Research UK correspondence in a timely manner.

### 3. Person specification

#### (i) General requirements

All trustees need to exhibit the following:

- a) Strong commitment to the vision, values and mission of Alcohol Research UK.
- b) An ability to think strategically; that is, thinking of the big picture and the long-term, being impact-focused, and considering the relationship between internal and external factors.
- c) An ability to work as part of a team, especially understanding and respecting the nature of collective decision-making.
- d) Excellent communications skills, especially active listening, succinctness, clarity, positivity and tact.
- e) Commitment to the 7 Nolan Principles on Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- f) Discretion and the ability to maintain confidentiality.
- g) A willingness to contribute your individual skills, knowledge and experience without acting as representative of any particular interest.

#### (ii) Specific requirements

For this recruitment round, we are particularly seeking trustees who meet one or more of the following six attributes:

- 1. Skills in academic research**
- 2. Experience as a manager, commissioner or frontline worker in alcohol treatment**
- 3. Experience of developing or influencing government policy**
- 4. Legal expertise (charity or other relevant practice)**
- 5. Skills in marketing and/or communications, especially digital marketing**
- 6. Skills in fundraising and/or networks within donor circles.**

We wish to ensure we have a diversity of perspectives on the board and we welcome applications from people of all ages and from all parts of the community.

All trustees are appointed for an initial term of three years, following which they may be re-elected for a further three-year term.

The time commitment is about six days a year for meetings, plus input into email discussions and correspondence.

The role is unremunerated; however reasonable travel, accommodation and subsistence expenses can be claimed.

## 4. Exclusions

You cannot be a trustee of Alcohol Research UK if any of these apply to you:

- are under 18 years of age
- are incapable of managing and administering your own affairs;
- have an unspent conviction relating to any offence involving deception or dishonesty;
- are an undischarged bankrupt or have made a composition or arrangement with, or granted a trust deed for, their creditors (*ignore if discharged from such an arrangement*);
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or an Order made under section 429(b) of the Insolvency Act 1986;
- have been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or are subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing you from being concerned in the management or control of any relevant organisation or body.

## 5. How to apply

Applications are by cover letter and CV. The cover letter should be no more than three sides of A4, minimum font size 10, and must include:

- Why you wish to apply to become a trustee of Alcohol Research UK
- Examples of how you meet all of our general requirements at 3(i) above
- Examples of how you meet one or more of our six specific requirements at 3(ii) above
- Contact details for two referees, at least one of whom must be a manager or supervisor from a workplace relationship.

Applications must be received by email to [richard.piper@alcoholresearchuk.org](mailto:richard.piper@alcoholresearchuk.org) by 9am 12 Nov 2018.

Interviews will take place on 3 and 5 December 2018 at our offices in London. Please try to keep both of these dates free until we have shortlisted and allocated interview slots.

If, prior to application, you wish to have a conversation about being a trustee with us, please contact our Chair, Prof Alan Maryon-Davis, by email on [alan.maryon-davis@kcl.ac.uk](mailto:alan.maryon-davis@kcl.ac.uk)