Trustee and President (elected)

Accountable to the membership of the Association working closely with the Co-President

Role description

Background

The trustee board is responsible for setting the strategic aims, objectives and direction of the charity and to oversee the operational delivery of the association through the chief executive officer and an operational leadership group. The legal responsibility for management remains with the trustees.

The role of trustee and President (the role) is to provide strategic leadership in line with the organisation's policy and objectives. To use knowledge, skills and experience to ensure that it achieves its charitable objectives and to represent the interests of all stakeholders and act as ambassadors for the charity. The role is critical to the governance and operations of the organisation. The post holder is the co-lead in the development of the three-year plan to deliver on the objects of the charity. To achieve this, they are supported by:

- All other trustees who bear equal responsibility
- The chief executive officer (CEO) for all aspects of management and delivery
- External expertise
- External accountants with expertise in the charity sector
- External auditors who provide assurance to the organisation.

Appointment process

- The role is elected by the membership of the UKKA

Term of office

The successful candidate will be appointed in January 2027 and will serve for a total of four and a half years: six months as President Elect, three years as President, and one year as Past President.

Duties of the role

Committees

- Trustee of the Association, and regularly attends Trustee Board meetings
- In partnership with the Co-President, acts as chair of the Trustee Board
- Ex-officio member of all committees within the remit of the role
- Member / chair of other committees as required including:
    - Professional Groups
    - Operational Leadership Group (OLG)

- Special Interest Groups (SIGS).

Delegated responsibilities

As trustee

- Subject to the Articles, the trustees are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association, see Articles of the Association
- Safeguards and promotes the Association's good name, reputation, objectives and values
- Responsible for directing and developing the strategic plan ensuring that its values are represented
- Supports, constructively challenges, and motivates the CEO and other staff
- Evaluates performance against strategic aims
- Scrutinises board papers, leads discussions, focuses on key issues, provides advice and guidance on new initiatives
- Ensures effective governance and efficient administration of the Association and its financial stability and legal compliance within the Charity Commission's regulatory guidelines
- Has oversight of remuneration and the compensation and benefits paid to all staff
- Oversees the financial health of the charity, ensuring that the Association has sound systems of internal control and risk management and reviewing the financial and commercial impact of any new or revised activity
- Approves strategic plans, budgets, reserves policy and position and authorisation limits and ensures that the Association has the resources to achieve its aims.
- Protects and oversees the portfolio of investments of the Association and ensures that it invests its funds with due diligence
- Represents the Board at functions and events.
- Networks internally / externally to the Association, acts as an ambassador representing the values of the Association and upholding its reputation to win support by informing on activities and issues that affect the charity's work.

As president

- Responsible for the development of the Association's three-year strategic plan
- Oversees the implementation of the appropriate coaching and mentoring initiatives to ensure succession planning within the Association
- Along with the treasurer and supported by the CEO, oversees the development of the financial plan to deliver the strategic plan
- Supported by the CEO, past president, trustees and internal procedures, ensures governance structures and processes are in place
- Through the agreed business planning process, holds the CEO and volunteers to account for the delivery of agreed objectives.

In partnership with the Co-President - chairs the board of trustees

- Supported by the CEO and the collective responsibility of the trustees, the Co-President leads the board to ensure the good functioning of continuous development of the board so it can exercise its functions
- Oversees delivery of the three-year strategy
- Ensures the governance structures and processes are in place
- Holds the CEO and volunteers to account for delivery of agreed objectives
- Ensures that all risks are identified and that mitigations are in place.

External links

Haines Watts – UKKA auditors

Evans & Partners – UKKA accountants

Gov.UK The Essential Trustee: what you need to know, what you need to do (CC3)

Charity Commission

Person Specification

A clear, strategic thinker, interested in the important charitable aims of the Association. You should be able to demonstrate objectivity, willingness to contribute time and energy and willingness to be accountable to the organisation.

You will be expected to attend the quarterly Trustee Board Meetings and monthly OLG Meetings. You will be asked to attend and/or chair/co-chair sub-committee meetings or task and finish groups. You will be called on to represent the UKKA at external meetings and events.

Experience of chairing meetings is essential.

Timetable

Tenure to commence: January 2027 with support from the current President

Equality & Diversity

The Association is committed to creating and sustaining a positive, fair and mutually supportive environment. We accept, respect and value people with diverse identities and backgrounds and believe our differences make us stronger and more effective in achieving our goals. We ensure appointments are made on the recommendation of a transparent, balanced, and appropriate panel, are made based on merit, and encourage applications from all suitably qualified and eligible candidates.

Refer above to the unique appointment process for this role.

Please note that the appointment is unremunerated and that expenses are paid in according to the Association's expense policy.