

Trustee Charter

This charter sets out the aims and mandated requirements for our trustees as stated on our articles of association. We are entitled to up to 19 trustees.

Our articles state “a person is eligible for election as a Board member if the relevant person has been nominated in writing by:

- a local authority in a Partnership Area which co-operates with the Company for the purpose of achieving the Objects;
- a primary school, secondary school, college or university in a Partnership Area which co-operates with the Company for the purpose of achieving the Objects;
- a community organisation in a Partnership Area which co-operates with the Company for the purpose of achieving the Objects;
- a business in a Partnership Area which co-operates with the Company for the purpose of achieving the Objects;
- the Board unanimously; or
- two Members.”

Appointment:

A proposed trustee will be appointed following a formal interview with the Chair, the Director and one Switch staff member and/or a Youth Voice member.

Trustees can serve two terms of 4 years at which point a formal review will take place about a possible extension, or moving to becoming a ‘Friend’ of the charity.

Purpose:

The role of a trustee is to ensure the charity carries out its agreed purpose for public benefit. The role combines legal and statutory responsibilities alongside a personal commitment to furthering the charity’s aims.

This charter sets out how The Switch trustees should act in carrying out their duties, in order to achieve effective governance and working practices for the benefits of the children and young people we serve.

Personal Commitment:

Trustees will:

- Actively collaborate and support the charity
- Use their skills and expertise to offer guidance when needed e.g. Finance, HR, legal
- Be a critical friend – challenge and present points of view to the meetings
- Be prepared to develop and learn new things
- Volunteer (school staff exempt) on one of the Switch programmes to gain an understanding of our beneficiaries
- Have good attendance at meetings
- Be prepared for meetings – read the papers, have questions ready
- Be an ambassador for The Switch. Make introductions and promote the Charity with colleagues and your wider professional networks
- Help with fundraising; social media and other campaigns
- Make connections for us if the opportunity arises
- Be available to the Director and wider team for support
- Monitor our impact – are we achieving our aim/mission/purpose?
- Respect all opinions and try to work to a consensus
- Scrutinise how the charity is run – look after the charity's assets and reputation and take a collective view on risks
- Be evidenced based in making decisions
- Take the long-term view into account when making decisions
- Have integrity and act in the best interests of the charity
- Sign up for Heads Up newsletter, and follow us on Twitter, Instagram and LinkedIn, if active on social media. Like and share across your networks if you are active.

The Switch commitment to Trustees:

- The Switch will ensure papers are sent to trustees in advance of board meetings – ideally minimum one week before
- Be available to host trustees at the office or school events to enable trustees to get to know staff and our programmes
- Maintain regular communications with Board members between meetings and always highlight significant risks/issues immediately
- Ask for help and include trustees in strategic planning processes
- Provide opportunities for social engagement/interaction with Switch staff and other trustees
- Signpost formal training opportunities on governance and other related charity topics
- Provide monthly 'key updates' email

- Trial an annual/bi-annual trustee survey to gather feedback
- Publish trustee annual attendance data and highlight contributions at the AGM, mapping against key business areas.

Trustee Obligations:

- Attend all 3 Board meetings and special away days – unless unavoidable clashes. If you miss 3 consecutive meetings, you will be asked to explain or may be asked to stand down
- Trustees should identify skill/area of expertise/interest and be prepared to contribute to meetings and specific projects
- Trustees should volunteer on two Switch events per year – one in person if possible (school/education trustees exempt)
- If a trustee leaves their employer and wishes to stand down from The Switch, the trustee should help with the transition, where possible, to keep the employer business involved
- Trustees should sign this charter on joining the Switch and at the start of their second and any subsequent terms

Signed:.....

Director, The Switch

Signed:.....

Name:.....

Employer:.....