



## Trustee Specification

Board members of IAPB have been selected to the Board because of a wish to support the work of IAPB. Regardless whether they have been elected by the Council of Members, or nominated by member organisations with the automatic right to do so, Board members sit on the Board as individuals and do not represent any particular organisation's interests other than IAPB.

IAPB is a company limited by guarantee, and a charity. Board members are Directors of the company and Trustees of the charity. UK company law and charity regulations affect the activities of the company and charity, and it is the responsibility of Directors and Trustees to ensure compliance with these laws and regulations.

Alongside the Board, the IAPB Council of Members, comprising the totality of IAPB members, also has some governance responsibilities. While the Board takes ultimate legal responsibility for IAPB, and ensures the integrity of its financial and legal frameworks, the Council contributes to the development of the strategy and ensures that ongoing activities reflect views from the broader membership. The Board has to take into account the input of the Council of Members when deciding strategy and policy positions, provided that in doing so it can properly fulfil its role as IAPB's legal and financial guardian.

Board members are expected to:

### General

- Ensure that IAPB fulfils its objectives.
- Ensure that IAPB complies with the requirements set out in the Memorandum and Articles of Association and meets the requirements of all relevant legislation.
- Provide guidance and instruction to the Chief Executive and staff as required.
- Attend meetings regularly, preparing for them and contributing appropriately and effectively.
- Use any specific personal knowledge and expertise to help the Board of Trustees provide leadership for IAPB as well as advice and guidance to staff when requested.

### Policy and Planning

- Approve overall strategic direction of the organisation, ensuring that it meets the legal and financial requirements of Directors of the Company and Trustees of the Charity.
- Consider and approve overall policies and position statements covering all aspects of IAPB's work, as recommended by relevant committees and work groups.
- Ensure that appropriate systems are in place for evaluating and reviewing performance against objectives.



## Finance

- Ensure there are adequate systems for financial planning, budgeting, recording of income and expenditure, reporting and financial management, including investment and capital expenditure.
- Review and approve IAPB's long term financial strategy.
- Review and approve annual budgets covering revenue and capital income and expenditure.

## Personnel

- Assist with the appointment of the Chief Executive and the review of the post-holder's performance.
- Ensure grievance and disciplinary procedures are in place.

## Relationship between Board members and other parts of IAPB

As guardians of the interests of IAPB, Board members are expected to work together in the interests of IAPB. Regardless of any other role they may have within IAPB or IAPB member organisations, their role as a Board member is to consider the interests of the global coalition as a whole, not the part from which they come.

## Representation

Board members may be asked to represent IAPB to members, other members of the public or the media. To that end, they have a responsibility to be well informed of the activities of the organisation and to safeguard the good name and values of the coalition.

## PERSON SPECIFICATION

### Each Board member should

- Have experience and understanding of governance of organisations in general, and coalitions in particular
- Have an understanding of the legal duties, responsibilities and liabilities of Directorship of a company limited by guarantee, and Trusteeship of a charity
- Have a commitment to the organisation
- Have an understanding of the core values, beliefs and objectives of the organisation



- Have a willingness to devote the necessary time and effort to their role
- Have integrity, sound judgement and a willingness to speak their mind
- Have the ability to work in English, as the working language of IAPB and its Board

### Register of Interests

Trustees have a legal duty to avoid conflicts between their personal interests and those of IAPB. In addition, it is important for public confidence that charities are seen to operate to the highest standards of integrity and honesty.

With this in mind IAPB has adopted a policy which requires each trustee to disclose any actual or potential conflicts of which they are aware. To this end, on an annual basis, trustees are asked to complete and sign a Declaration of Interests form.