**TRUSTEE JOB DESCRIPTION AND PERSON SPECIFICATION**

1. **What it means to be a trustee of the SSA**

We are both a registered charity and a company limited by guarantee. You are therefore both a trustee and a company director and are responsible for ensuring that the charity is governed in accordance with both charity and company law.

This job description uses the term ‘trustee’ to refer to both roles.

1. **The formal duties and responsibilities of trustees**
2. The governing documents

The SSA’s governing document, the [Articles of Association](https://www.addiction-ssa.org/wp-content/uploads/2019/07/New_Articles_-_November_2018.docx), sets out the formal duties and responsibilities of the trustees. You should familiarise yourself with this document.

1. General duties and responsibilities

The following are general duties, conferred on the trustees by the Charity Commission and Companies House:

1. to help protect the property and interests of the charity
2. to give time to the administration of the charity and take an active part in running it
3. to understand the purpose of the charity and the way it works
4. to be generally aware of the charity’s financial position
5. to meet fellow trustees and to learn about the charity
6. to ensure that all necessary statutory documents are returned to Companies House and the Charity Commission on time
7. to act reasonably and prudently in all matters
8. to avoid letting personal prejudices affect your conduct as a trustee
9. Additional duties and responsibilities

The following have been adopted by the SSA to complement the formal duties and responsibilities above:

1. to abide by the SSA’s policies, such as those on equal opportunities, health and safety, code of conduct, conflicts of interest, and confidentiality
2. to join one or more of the sub-committees or advisory panels, according to your skills and experience
3. to encourage non-trustees with the right skills or experience to join committees or advisory panels
4. to be available to offer advice and support to other trustees and staff and to carry out day-to-day duties, such as the approval of SSA payments
5. to endeavour to attend all Board meetings (missing three consecutive meetings could result in you being asked to vacate your position)
6. to endeavour to attend SSA events when invited to do so
7. to represent the SSA at events and actively promote the SSA amongst its key audiences
8. to respect the role of the staff and understand the extent of the trustees’ powers to delegate to them

**4. Person specification for trustees**

1. General requirements

All trustees need to exhibit the following:

1. a commitment to the vision and mission
2. expertise in an area that is important to the achievement of the vision
3. respect and influence within networks that are important to the achievement of the vision
4. an ability to think strategically
5. an ability to work as part of a team and respect the nature of collective decision-making
6. impartiality and fairness
7. an ability to respect confidences
8. a willingness to contribute their individual skills, knowledge, and experience without acting as representative of any external interest
9. Skills, knowledge, and experience

The SSA has determined that, collectively, its trustees need to have one or more of the following skills, knowledge, and experience:

1. academic research relating to addiction
2. business management and/or networks within the corporate world
3. clinical or medical practice relating to addiction
4. law (charity or other relevant practice)
5. development of public health policy and/or practice
6. marketing
7. finance (charity or other relevant practice)
8. governance

**5. Exclusions**

You cannot be a trustee of the SSA if 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
* 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