

Trustee Role Description (Treasurer)

The Council for Higher Education in Art and Design (CHEAD) is the representative body for the art, design, creative media, and related disciplines in higher education.

CHEAD is a Charitable Incorporated Organisation (CIO). The objects of the CIO are to advance education for the public benefit by promoting knowledge and understanding of art and design within higher education institutions.

1. Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. For CHEAD the charity trustees are the board of trustees.

The board or trustees comprises:

- Three 'Honorary Officers' comprising the Chair, Vice-Chair and Honorary Treasurer
- up to six elected trustees
- up to four co-opted trustees.

2. The role of the board of trustees

The role of the Board of Trustees is to carry out CHEAD's charitable purposes for the public benefit and represent and respond to the demands of the membership. The board of trustees should react positively to such changes in the sector (and their consequences) as arise from time to time and to be proactive at all times on behalf of the interests of the membership. The trustee board must act as a group and not as individuals.

3. Duties of a Trustee

The duties of a trustee board member are to:

- Ensure that CHEAD is carrying out its purposes for the public benefit
- Ensure that CHEAD complies with its governing document (its Constitution), charity law and any other relevant legislation or regulations
- Ensure CHEAD manages its resources responsibly and exclusively in pursuance of its objects
- Contribute actively to the board of trustees' role in giving firm strategic direction to CHEAD, setting overall policy and defining goals
- Act with reasonable care and skill, making use of skills and experience and taking appropriate advice when necessary.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

4. Role of the Treasurer

The role of the Treasurer is to monitor the financial standing of the charity and report to the Board on the overarching strategic management of the organisation's financial resources.

Additional roles include:

- Oversee planning/budgeting processes in participation with the Directors and constructively challenge where required.
- Act as the key contact on the CHEAD bank account and co-authorise payments of over £2,000.
- Lead in the annual review and implementation of the Reserves policy and Financial Procedures policy with the Director of Operations and Membership and accounts administrator.
- Ensure a high standard of management accounting is maintained in order to safeguard assets.

5. Board Diversity and Inclusivity

CHEAD has set out its commitment to Equity, Diversity and Inclusivity in its Equity, Diversity and Inclusivity policy which can be found [here](#)

The Board of Trustees believes that effective leadership and good decision-making is enabled through a diverse board membership, a culture of listening to, and acting on, diverse perspectives and, having board behaviours that embody respect, openness and constructive challenge. CHEAD's EDI Strategic Governance Objectives 2020-21 states CHEAD will: "Strive towards having a diverse trustee membership and governance". CHEAD has identified as a nine month Actionable Objective 2020-21 to: "Actively promote up-coming Trustee roles to be taken up by candidates with diverse and broad-based experiences and perspectives".

CHEAD welcomes nominations from the breadth of its membership and we value and encourage different perspectives in the co-creation of our culture, plans and programmes.

6. Eligibility and Election Process

Trustees are elected by the overall membership through an annual election, which is held at the Annual Conference in the Spring. Election will be by simple majority.

Co-opted Trustees are selected by the Board of Trustees after a call for specific skills identified by the Board through a skills audit.

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Candidates who are *not* either the nominated main or alternative representative of a member institution, should obtain the consent from their respective representative to stand for the CHEAD Board of Trustees.

7. Minimum time commitment

A term on the Board of Trustees is 3 years. Retiring Trustees are eligible for re-election but shall not normally serve for more than two terms of appointment consecutively.

Trustees are expected to:

- Attend and actively contribute to every CHEAD Trustee meeting. There are normally 5 meetings, which are held in October, December, March, May, and a residential away day in June.
- Participate in CHEAD events, especially the Annual Conference which is normally hosted and/or organised by a member organisation.
- Fulfil Trustee duties, such as chairing sessions, welcoming new members, guests and speakers, hosting tables at the official dinner of the annual conference.
- Actively participate in and support the ongoing work of CHEAD including representation, research, general HE policy discussions, preparation of position papers and reports.
- Give their time to CHEAD *pro bono*. It is expected that their home institutions will normally underwrite travel costs incurred. There are normally five meetings per annum.

8. Person specification

The Treasurer should be able to demonstrate the following qualities:

- Ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Good communication and leadership skills.

Each trustee must have:

- a commitment to the mission of CHEAD and a willingness to devote the necessary time and effort
- an understanding of the responsibilities of a charity Trustee and to familiarise themselves with the necessary guidance and regulatory requirements
- a demonstrable breadth and depth of experience at a senior level in Art and Design at HE level, encompassing management, administration and teaching.
- an acute awareness of the issues facing the sector
- independent judgement and strategic vision
- an ability to work effectively as a member of a team and to take decisions on behalf of the CHEAD membership.

9. Benefits of being a Trustee

Some of the benefits former Trustees have reported include:

- Satisfaction of being closely involved in the strategic planning and decision-making of a national body.
- Representing their own institutions at the highest level
- Having the latest information and news of the sector
- Being aware of latest government and funding council policies and decision making
- Invaluable networking opportunities inside and outside of HE
- Opportunities to speak to national and international peers
- Other professional development opportunities, e.g. presenting and speaking at events, acting as a specialist advisor, involvement in case studies, meaningful consultation as a senior advocate and making useful new contacts through public engagement.

Please contact the Membership and Operations Director should you have any further questions about the CHEAD Trustee role: anna@chead.ac.uk