

NATD Board of Trustees (Draft to be ratified at AGM 2013)

The Trustees of NATD are enthusiastic ambassadors for the Association: appreciative and encouraging but also holding it to account; always working from the principles embodied in the history of the Association and in its core documents: the constitution and the policy document.

1. The Board

- 1.1. The board shall comprise 5 Trustees appointed by the NEC of NATD and 1 representative from the NEC. The NEC representative will be chosen for each meeting from: the Chair, the Vice-Chair, the Secretary or the Treasurer.
- 1.2. Following appointment of the board of Trustees, the Chair of NATD will convene a first meeting date for the 5 Trustees and the NEC representative to be held within 6 weeks of appointment.
- 1.3. At the first meeting the board of trustees will choose from among their number
 - A Chairperson,
 - A Secretary
- 1.4. These roles will be agreed through a majority vote amongst the Board of Trustees.

2. Term of Office

- 2.1. The term of office for each board shall run for two years, at the end of which their term of office expires and they may stand for re-election.

3. Decision Making

- 3.1. All decisions should be reached by a majority vote of the board. In the event that the board fail to reach a majority vote, the Chair of the board of trustees will have the final vote.
- 3.2. Each member of the board has one vote.
- 3.3. A board meeting shall be judged to be quorate if there are 3 members or more attending.

4. Meetings

- 4.1. There will be a minimum of two trustee board meetings in each financial year of the board's term of office.
- 4.2. The Board of Trustees can request the presence of any NEC officer at any or all of the trustee board meetings and ask them to deliver a report within that area or to advise the board on any matter they desire. If the NEC officer cannot attend, they may be contacted during the meeting via conference call or provide a formal report in advance of the Board meeting.
- 4.3. Meetings can take the form of conference calls or video calls if a meeting cannot be held in person.

5. Trustees and their responsibilities

The principle duties are to:

- 5.1 Accept ultimate responsibility for monitoring the affairs of NATD and ensuring that it is solvent, well-run, and delivering the outcomes for which it has been set up.
- 5.2 Ensure that NATD complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that NATD prepares reports on what it has achieved and Annual Returns and accounts as required by law. Should NATD's income exceed £25,000 the board of trustees should prepare a trustees' annual report, as outlined in the guidance 'The Essential Trustee', published by the Charity Commission.
- 5.3 Ensure that NATD does not breach any of the requirements or rules set out in its governing documents (Constitution, policy documents) and that it remains true to the charitable purpose and objects set out therein.
- 5.4. Comply with the requirements of other legislation and other regulators (if any) which govern the activities of NATD.
- 5.5 Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.
- 5.6. Monitor the NEC's use of charitable funds and assets to ensure they are used reasonably, and only in furtherance of NATD's objectives.
- 5.7. Ensure that the NEC avoids undertaking activities that might place NATD endowment, funds, assets or reputation at undue risk.
- 5.8 Ensure that the NEC takes special care when investing the funds of the charity, or borrowing funds for the charity to use.
- 5.9 Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that NATD is well-run and efficient, and to prepare a brief annual report on the work and financial status of NATD.
- 5.10. Consider getting external professional advice on all matters where there may be material risk to NATD, or where the trustees may be in breach of their duties. Where necessary consult www.charitycommission.gov.uk
- 5.11 Inform the Charities Commission of any changes to the details that appear on the Register of Charities, such as the name or purposes of NATD or the name or address of the NATD correspondent, or if NATD ceases to exist or operate.
- 5.12. Call an EGM and/or organise a re-election of the NEC in the event that the Board of Trustees cast a vote of no confidence in any or all of the NEC officers. In this event, an individual office can be opened for re-election or a collection of offices or the entire NEC. The incumbent officer is permitted to stand for re-election.