

## **BRANCH TRUSTEE**

### **Role Description**

#### **The responsibilities of a Trustee are to:**

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- Ensure the Branch fulfils the Association’s purposes and objects which are “to promote, through the comradeship engendered by its members, the welfare by charitable means of the RAF family.”
- Ensure that funds are spent or earmarked for the purpose for which they were raised and avoid undertaking activities that might place the Branch’s funds, assets, volunteers and reputation at risk.
- Ensure that the Branch complies with charity (and other) law and with the requirements of the regulator(s), that the Branch prepares reports on what it has achieved, its accounts and annual returns as required by law and the Governance Handbook.
- Be fully conversant with and adhere to the contents of the Governance Handbook as well as Association’s policies and procedures.
- Attend any training required, as directed by the Branch Chair or in accordance with Association policies to ensure they remain conversant with changes in legislation, regulation and Association policies.
- Attend Branch meetings and participate in decision making, managing the Branch’s resources responsibly and acting with care and diligence.
- Act with integrity, avoid any personal conflict of interest or misuse of Association funds or assets, and not receive any payments out of the Association’s funds other than reasonable and necessary out of pocket expenses such as the cost of travel to attend meetings.
- Assist with the Wings Appeal and other fundraising activities of the Branch.
- Respond in a timely manner with requests from Council or the Area Council as well as being a key liaison between members of the Branch and the Area Council representatives.
- Assist in appointing any necessary sub-committees or in making individual appointments for any special duty or position. \*

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Branch reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

**Person specification:**

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

Trustees are also required to sign a '[Declaration of Good Character](#)'. The Declaration requires each Trustee to confirm there is no reason that would disqualify them from serving as a charity Trustee.

All Trustees and sub-committee members are to accept and sign the following statement:

*'I acknowledge my responsibility as Branch Officer/Trustee and agree to follow in every respect the duties and responsibilities as contained in the Royal Charter, the Governance Handbook and the Finance Handbook as required by Council and the relevant charity law.*

*I also agree to my contact details being published (hard copy and digitally) where this is in accordance with data protection law. I will be vigilant in serving the interests of the Royal Air Forces Association.'* \*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

For a discussion of the role and responsibilities of a Trustee please contact Association HQ at [governance@rafa.org.uk](mailto:governance@rafa.org.uk)

\*A signed copy of this statement should be given to the Branch Chair. The statement must be kept for all serving Committee members and retained for seven years after they have left the position. The Branch 1056 will require Branches to acknowledge that Trustees of the Branch have seen the role description, and signed the statement above.