



NCMD Policy No.8 Issue 1 TRUSTEES – ROLES AND RESPONSIBILITIES

This Trustee Roles and Responsibilities document outlines the duties and expected standard of behaviour from NCMD Trustees in the performance of their role. The Trustees have a collective responsibility to always act in the best interests of the NCMD and its members with care and due diligence at all times.

They must always strive to attend a meeting called by the Chair of the Trustees. The Trustees as a whole should attend the AGM of the NCMD at a central location within the UK. Most other meetings through the year will be held virtually.

There should always be three Trustees, one to be nominated as Chair and another as Vice Chair by the Trustees.

The Trustees shall maintain a watching brief over the work of the Policy Committee to ensure that it is putting the members interests first, working in line with the constitution, and to safeguard the funds and reputation of the NCMD.

The Trustees' main job is to safeguard the ring-fenced money so that no single Policy Committee member, now or in the future can withdraw money from the designated accounts. This rule will include all the Policy Committee, and the Trustees themselves.

Once money has been deposited, it then takes the Trustees Chair, or in their absence the Vice Chair, and the Treasurer and General Secretary of the Policy Committee to authorise the transfer of money back into the NCMD's current account. If a designated member of the Policy Committee isn't available, then the Membership Secretary will act on their behalf.

This is only possible if the Policy Committee have acted in accordance with Policy 11, the financial request process. The three Trustees are collectively responsible for overseeing the money in the ring-fenced accounts. They must vote and have it recorded before the Chair can authorise a withdrawal.

Trustees do not have permission to withdraw or transfer any funds for their own use, nor purchase any product for their own use at any time. Items needed to carry out their tasks such as equipment or software will be purchased by the Treasurer, after consultation with the Policy Committee and a correctly recorded vote.

All expenses will be dealt with by the Treasurer as per the Expenses Policy, any ad hoc payments will only be made after the Policy Committee has discussed and voted in favour of the amount.

The Policy Committee will present a budget for the next year, at the AGM. After consideration, the Trustees will vote on excepting that it is in the member's interests to withhold this sum from the ring-fenced accounts. This sum is then available for the running of the NCMD by the Policy Committee.

The Trustees will also have a watching brief of the monthly accounts by the Treasurer and bring before the Policy Committee items that they feel need explaining. The first point of enquiry for the Chair of the Trustees is the General Secretary and, in his absence, the Treasurer.

Any request to the Trustees for additional finance will come from the General Secretary in line with the NCMD policy on making a financial request.

In the event of their own conflict or possible conflict of interest, a Trustee must notify the Chair of the Trustees, in writing in advance of the meeting, and the Chair must then decide on whether to exclude that person from any vote.

If the Chair declares a conflict of interest, they must notify the General Secretary, in writing ahead of the meeting, and the GS must rule on it in writing. Any Trustee may bring concerns regarding Committee procedure or conflict of interest to the attention of Chair; if it concerns the Chair then they should speak to the General Secretary.

The Trustees are required to vote on any item or request that the Policy Committee put forward as a request on a monetary matter. All items put to the vote should be a majority vote of the three Trustees. The Chair should then convey this decision to the General Secretary in writing. All views expressed in the Trustees meeting should be confidential. No Trustee has the power to act alone. Any decision made by the Trustees is binding to all three.

The Trustees must fully understand the role of the NCMD and its Objectives, and will comprehend how they fit in to help take forward the goals of the Policy Committee. They will behave with integrity at all times and be accountable and open in their thinking. They will always work together as a team to check and back up the policies of the Committee (subject to para 4 above) and the Constitution of the NCMD.

Trustees are expected to treat fellow Trustees, the Policy Committee and NCMD members courteously at all times and maintain a respectful attitude towards the opinions of others. In the unlikely event of an infraction, the NCMD disciplinary process will be implemented.

The Trustees must act within the terms of the Data Protection Act at all times.

Any dispute or difference of opinion between the Trustees and the Policy Committee that cannot be resolved after two attempts will mean that an email vote from the members can be called for. The Trustees Chair and the General Secretary must agree the wording of this e-mail. At all times the members interests are paramount.

Trustees must never derive any pecuniary benefit (including benefits in kind) from being a Trustee and must notify the Chair in writing, of any gifts offered, received, or promised.

Trustees are expected to reflect and support the current NCMD organisational policy, regardless of whether it conflicts with their personal views. They should always respect Committee and individual confidentiality at all times.

Diversity within the NCMD - The NCMD Equality Policy has been drawn up to comply with the Equality Act 2010. The Act stipulates that it is illegal for organisations to treat someone unfairly on the basis of protected characteristics which the Act defines. Trustees are reminded that they must adhere to the NCMD Equality Policy at all times.

Newly elected Trustees should be asked to confirm their acceptance of this NCMD Trustees Policy by signing and dating a copy of the eligibility declaration which will then be held on file.

Name:

Signed:

Dated: