

## Trustee role description

BID is an independent charity that exists to challenge immigration detention in the UK. We challenge immigration detention by providing free legal advice, information and representation to thousands of people held in detention across the UK.

Our vision is of a world free of immigration detention, where people are not deprived of their liberty for immigration purposes.

Through our research and policy work, we challenge existing detention policy and practice as well as pressing for an end to detention.

### 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, regardless of what they are called. BID is also a company limited by guarantee and the trustees are also directors of the company. Trustees are appointed by the board and re-elected by members of the company at each AGM.

The trustees aim to have a board with membership of around 10.

### 2. The role of the board of trustees

Trustees have ultimate responsibility for directing the affairs of BID, and ensuring that it is solvent, well run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. The trustee board must always act in the best interests of BID, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom she/he had responsibility. The trustee board must act as a group and not as individuals.

### 3. Duties of a trustee board member

The duties of a trustee board member are to:

- ensure that BID complies with its governing document (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that BID pursues its objects as defined in its governing document
- ensure BID applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees' role in giving clear strategic direction to BID, setting overall policy, defining goals and setting targets and evaluating performance against them
- safeguard the good name and values of BID
- ensure the financial viability of BID
- protect and manage the property of BID and ensure proper investment of funds
- appoint and support the chief executive officer and monitor his/her performance.

In addition to the above, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on

key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

## 4. Minimum time commitment & expenses

Trustees are expected to attend an induction session when first appointed and to attend all board meetings. Board meetings are held five times a year in the early evening at BID's offices, in Finsbury Park. Meetings are scheduled to take two hours. One all day meeting each year is allotted to strategic planning. Papers are distributed a few days in advance of meetings.

- There is a Fundraising Committee which meets as required.
- There are no other formal board committees but trustees are asked to contribute their expertise to ad hoc working groups.
- Trustees are expected to attend the AGM and an annual public meeting showcasing the work of BID.
- Trustees take turns to take minutes of board meetings

Trustees are not remunerated but can claim out of pocket expenses incurred in travelling to meetings.

## 5. Person specification

Each trustee must have:

- a commitment to the mission of BID
- a willingness to devote the necessary time and effort
- integrity
- 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 as a member of a team and to take decisions for the good of BID.

The board of trustees collectively needs skills and experience in:

- public policy
- organisational management
- financial management,
- fundraising
- legislation and case law relating to immigration detention and immigration generally as well as general legal expertise
- experience of immigration detention or the asylum system
- human resource management
- charity and volunteer management and policy
- strategy development
- governance