



JOB DESCRIPTION TRUSTEE

The Army Families Federation (AFF) is a registered charity, formed in 1982 to provide a two-way communications link between the Army and its families. Its role is to promote communication, information and liaison between the Army, its families and policy makers, representing the views of the families and arguing for change where necessary.

AFF is governed by a Board of Trustees, made up of core and Branch Trustees, the latter representing the interests of Cyprus, Germany and the Training and Employment branches. The Board is governed by the Chair of Trustees, who oversees and directs the work of the Board.

Key Responsibilities

The statutory duties of a Trustee:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the charity employs staff, to appoint the chief executive and monitor their performance

Other duties

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. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Person Specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

AFF - Background Information for Applicants

History

The Army Families Federation (AFF) is the unique two-way communications link between the British Army and its families. It was founded in the UK in 1982 as the Federation of Army Wives Clubs, which later became the Federation of Army Wives (FAW), and evolved Branches in Northern Ireland, Germany and Cyprus. In May 1996 it was renamed the Army Families Federation, and became a worldwide organisation run from Central Office in Upavon.

AFF is a registered charity and operates under a charter approved by the Charities Commission. It is funded by a combination of public and non-public funding as well as outside sponsorship raised for one-off events and projects. AFF represents all members of a soldier's family.

Purpose

- The AFF exists to voice the views of Army families to policy makers and also to aid the communication of information from policy makers to families
- AFF has a remit to lobby for changes in policy where families' views suggest that improvements are appropriate
- AFF monitors implementation of policy and highlights areas where systems might need adjustment as well as aiming to advertise and spread best practice
- AFF acts as a sign-posting organisation for families who need advice and particularly those who prefer to seek help from a body independent of the chain of command, as

well as providing useful information for Army families through its website and magazine, the Journal

- AFF has the remit to promote training and employment opportunities for Army families worldwide

Structure

AFF has Branches in Great Britain, Northern Ireland (founded in 1984), Germany (1989) and Cyprus (1994) as well as the AFF Training Centre in Bulford (founded as FOCUS in 1986). Each Branch has its own Director as well as administrative staff working in the Branch Office. Great Britain, Northern Ireland, Germany and Cyprus have a network of part-time staff (Co-ordinators) managed by the Deputy Director or Co-ordinator Team Leader. Co-ordinators are a direct link to Army families in the main garrison areas, representing the AFF at local level as well as directing issues, concerns and views to the rest of AFF.

AFF employs five Specialists who cover key issues of concern to Army families: Housing; Education, Childcare and Adult Learning; Health and Additional Needs, TA and Reserve Forces and Foreign and Commonwealth. In Cyprus, Germany and Great Britain Co-ordinators also recruit and manage Branch volunteers.

AFF was awarded Investors in People accreditation in 2002 and re-accreditation in March 2005 and April 2008.