ROLE DESCRIPTION
AFF 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. AFF is the voice of the Army family. It **empowers**, acts as an **advocate** and an **expert witness** to promote a quality of life, which reflects the Armed Forces Covenant.

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

The Trustees' Role and Responsibilities

The role and responsibilities of AFF's Trustees can broadly be grouped under 3 main headings; to **ensure compliance**, a **duty of prudence** and a **duty of care**.

Ensure compliance

- 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
- Setting and maintaining vision, mission and values
- Setting overall policy and developing strategy
- Defining goals, setting targets and evaluating performance against agreed targets

Duty of prudence

- To ensure that the charity remains solvent
- To ensure that the organisation uses its resources wisely and 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 protect and manage the property of the charity and to ensure the proper investment of the charity's funds

Duty of Care:

- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- Sourcing professional external help as necessary
- Selecting and supporting the Chief Executive

Individual Trustees should use their personal skills, knowledge and experience to best effect in helping the Board to achieve these overall role responsibilities and to reach sound decisions.

In practice, much of the work of Trustees is conducted at the 3-4 meetings held each year, albeit preparation in advance will be crucial. Between meetings, Trustees might also be asked to contribute to individual projects.

Specific tasks for Trustees (individually or collectively) might therefore include:

- 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

Trustees are obliged to:

- Act in the best interests of the charity's beneficiaries
- Act together as a group rather than as individuals
- Set aside their personal interests
- Take legal responsibility for the organisation
- Exercise the duty of care that a prudent person of business would in looking after the affairs of someone for whom they had responsibility

As such, what we seek for the Board is someone with:

- 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

Terms and Conditions of the Post

Post:	Cyprus Branch Trustee
Location:	Home-based in Cyprus, with travel to meetings as required (3-4 times a year, including some overnight stays)
Reporting to:	Chair of Trustees

Further Information

AFF Trustees are unpaid. However, accommodation and travel expenses will be paid; there is a subsistence allowance for expenses incurred in the course of fulfilling the duties of the post. Mileage claims will only be reimbursed where you have ticked the expenses claim form to indicate that the vehicle you use is covered for **business use** on your insurance policy.

The successful applicant must be prepared to travel to meetings as required (3-4 meetings per year), and wherever possible, be available to attend annual AFF conferences and training events, usually held in London. This will involve overnight stays.

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 (now moved to Andover).

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

- 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

Structure

AFF has Branches in Great Britain, Northern Ireland (founded in 1984), Germany (1989) and Cyprus (1994). 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, Team Leader or Regional Manager. 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 six Specialists who cover key issues of concern to Army families:

- Education and Childcare
- Employment and Training
- Foreign and Commonwealth
- Health and Additional Needs
- Housing
- TA and Reserve Forces