

## Eastern Education Group Trust

### Role Description and Person Specification for Members

#### Role Description

Members play a limited but crucial role in safeguarding Trust governance. Members should not be involved in the day-to-day business of the Trust and must ensure they do not assume the powers of the Trustees. However, they do have an important role, based on a number of key powers set out in the department's model articles of association and in company law.

Members must assure themselves that the governance arrangements of the Trust are effective, that Trustees are acting in accordance with the Trust's charitable object: 'to advance for the public benefit education in the United Kingdom' and must use their powers to intervene if governance is failing.

Members' roles are limited to the business conducted at their meetings. Members are kept informed through their AGM (annual general meeting) and through briefings from the Chair of the Trust Board and the CEO. Any other business conducted during the year will normally be by written resolution without requiring a physical meeting.

Members may access Trust documents and policies via GovernorHub to assure themselves that the Trust Board is exercising effective governance and leadership. This will also enable them to judge whether or not they may need to exercise their powers to enhance governance.

Trustees, or others involved in governance of the Trust (e.g., those appointed to Trust Committees) may escalate concerns to Members, where these have not been satisfactorily addressed by the Trust Board.

Members are encouraged to visit the schools and colleges which are part of the Trust in order to understand how the values are lived by staff and students.

#### Members Responsibilities

Members' key responsibilities are to:

- Appoint and, where necessary, remove Trustees;
- Appoint and, where necessary, remove other Members (other than West Suffolk College as Sponsor and its nominated Member appointees);
- Amend the Articles of Association to support stronger governance arrangements;
- Appoint the Trust's auditors and receive the Trust's annual audited accounts. This is done annually at the AGM;
- Direct the Trustees, when necessary and appropriate to do so;

Every Member of the Trust undertakes to contribute such amount as may be required (not exceeding £10) to the Trust's assets if it should be wound up while they are a Member or within one year after they cease to be a Member.

## Person Specification

Members should have experience of, and a clear understanding of the role of governance in public life.

The key competencies required are:

- the ability to take a strategic view of the Trust and the Board, and to act in the long-term interest of the students;
- an understanding of and commitment to the Trust's Articles of Association, ethos and values;
- an understanding of the governance arrangements of the Trust and its scheme of delegation;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Members within company and charitable law;
- effective communication skills;
- the ability to make sound judgements;
- the ability and willingness to hold others to account for their professional practice;
- the ability to work as a team;
- able to attend meetings and to contribute to discussions and commit to agreed actions;
- respectful of the views of others and to be open to new ideas and thoughts;
- able to maintain confidentiality;
- able to act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Code of Conduct and Conflict of Interest policy;
- willing to support the Trust in public and act as an ambassador of the Trust and its schools and colleges;
- committed to training and skills development.

Desirable competencies (not all to be held by a single individual):

- Non-executive director/trustee experience
- Corporate Governance
- Finance and Audit
- Compliance/legal
- Some knowledge/experience of the education sector.