



# The National Association of Flower Arrangement Societies

## Trustee Role description

---

The aims of NAFAS are to advance public education in the art of flower arranging and related subjects; to encourage the love of flowers and to demonstrate their decorative value; to instruct, train and qualify judges, demonstrators, teachers and speakers in order to raise the standard of work throughout the country; to assist worthy causes and charities by organising exhibitions and competitions and to encourage the conservation of rare and endangered species of plants.

We have over 30,000 members and 800 Flower Clubs affiliated to the Association. For over 60 years, NAFAS has brought people together to share and enjoy their love and passion for flowers.

### 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, for NAFAS the Charity Trustees are also the Directors of the Company.

The Trustee Board comprises of up to ten Trustees, including the Chairman and Vice Chairman.

### 2. The role of the Board of Trustees

The role of the Trustee Board is to receive assets from donors and members and income through the Charity's commercial activities, safeguard them and apply them for the charitable purposes as declared in the objects of NAFAS. The Trustee Board must always act in the best interests of NAFAS and must act as a group and not as individuals.

Trustees act as the interface between the Charity, its members, supporters and key stakeholders on all matters relating to NAFAS and its Charitable Activities.

### 3. Duties of a Trustee

The duties of a Trustee are to:

- ensure that NAFAS complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that NAFAS pursues its objects as defined in its governing document
- ensure NAFAS 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 firm strategic direction to NAFAS, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of NAFAS
- ensure the financial stability of NAFAS
- protect and manage the property of NAFAS and to ensure the proper investment of NAFAS funds
- appoint and support the Chief Executive Officer and monitor his/her performance.

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 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

The Board meets monthly (via Zoom). Trustees are expected to attend as many meetings as possible , with a minimum attendance of 75% of meetings.

There are four meetings a year that include the National Advisory Council, (21 Area Chairmen). These are in April, July, October and January.

Trustees may be asked to join one of the Boards sub committees and may also be asked to attend a Standing Committee meeting as an “Umbrella” representing the Board and reporting back to Trustees at Board meetings. Standing Committees generally meet 3 times a year and attendance at Tests and Symposiums may also be required. Standing Committees are:

- Education
- Demonstrators
- Speakers
- Judges
  - Editorial

This Job Description cannot be considered as exhaustive and other duties not included above may arise. Trustees can claim out of pocket expenses incurred on NAFAS business.

## 5. Person Specification

Each Trustee must have:

- a commitment to the mission of NAFAS
- 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 being a Trustee
- an ability to work effectively as a member of a team and to take decisions for the good of NAFAS

The Board of Trustees collectively needs skills and experience in:

- financial management, income generation and enterprise
- digital strategy
- trading subsidiaries and social enterprise
- human resource management
- volunteering management
- funding/foundations
- collaborative partnerships
- social investment and impact