

NCMD Trustees – Roles and Responsibilities

This Trustee Roles and Responsibilities document outlines the duties and expected standard of behaviour from NCMD Trustees in the performance of their role.

The Trustees have a collective responsibility to act in the interests of the NCMD and its members with care and due diligence at all times. They must always strive to attend a meeting called by the Chair of the Trustees. The Trustees as a whole should attend the AGM of the NCMD at a central location within the UK. Most other meetings through the year will be done online by Zoom or similar.

There should always be three Trustees, one to be nominated as Chair and another as Vice Chair by the Policy Committee. The Policy Committee should always endeavour to have a reserve Trustee on file for the General Secretary to call upon should a Trustee be incapacitated. In the event that there are only two trustees available to vote, it will be held over until a third Trustee is appointed.

The Trustees' main job is to safeguard the ring-fenced money so that no single Policy Committee member, now or in the future can withdraw money from the designated accounts.

This rule will include all the Policy Committee, and the Trustees themselves. Once money has been deposited, it then takes the Trustees Chair, or in their absence the Vice Chair, and the Treasurer and General Secretary of the Policy Committee to authorise the transfer of money back into the NCMD's current account. If a designated member of the Policy Committee isn't available, then the Membership Secretary will act on their behalf.

This is only possible if the Policy Committee have acted in accordance with Policy A, the financial request process. The three Trustees are collectively responsible for overseeing the money in the ring-fenced accounts. They must vote and have it recorded before the Chair can authorise a withdrawal.

Trustees do not have permission to withdraw or transfer any funds for their own use, nor purchase any product for their own use at any time. Items needed to carry out their tasks such as equipment or software will be dealt with by the General Secretary, after consultation with the Policy Committee and a correctly recorded vote.

All expenses will be dealt with by the Treasurer as per the Expenses Policy, any ad hoc payments will only be made after the Policy Committee has discussed and voted in favour of the amount.

The Trustees will agree that the sum withheld for operating cost is reasonable for the Policy Committee to operate for the next twelve months after considering the facts presented. They will then vote to except that this is in the member's interests. This sum is then available for the running of the NCMD by the Policy Committee.

The Trustees will also have a watching brief of the monthly accounts by the Treasurer and bring before the Policy Committee items that they feel need explaining. The first point of enquiry for the Chair of the Trustees is the General Secretary and, in his absence, the Treasurer.

Any request to the Trustees for additional finance will come from the General Secretary in line with the NCMD policy on making a financial request.

The Trustees must always declare a conflict or possible conflict of interest to the Chair of the Trustees, the Chair must then decide on whether to exclude that person from the vote. If the Chair declares a conflict of interest, then it's up to the Vice Chair to rule on the matter.

If he / she cannot, then it should be brought before the General Secretary to rule. The Vice Chair should report any possible conflict of interest that they suspect of the Chair. In such circumstances, or where a Trustee is unavailable to vote, the reserve Trustee can be called upon to vote on a temporary basis until the absented Trustee is once again available.

The Trustees are required to vote on any item or request that the policy committee put forward as a request on a monetary matter. All items put to the vote should be a majority vote of the three Trustees. The Chair should then convey this decision to the General Secretary in writing.

All views expressed in the Trustees meeting should be confidential. No Trustee has the power to act alone. Any decision made by the Trustees is binding to all three. The Trustees must fully understand the role of the NCMD and its aims, and will comprehend how they fit

In to help take forward the goals of the Policy Committee. They will behave with integrity at all times and be accountable and open in their thinking. They will always work together as a team to check and back up the policies of the Committee and the Constitution of the NCMD.

Trustees are expected to treat fellow Trustees, the Policy Committee and NCMD members courteously at all times and maintain a respectful attitude towards the opinions of others. In the unlikely event of an infraction, the NCMD disciplinary process will be implemented.

The Trustees must act within the terms of the Data Protection Act at all times, as does the Policy Committee.

Any dispute or difference of opinion between the Trustees and the Policy Committee that cannot be resolved after two attempts will mean that an email vote from the members can be called for. The Trustees Chair and the General Secretary must agree the wording of this e-mail. At all times the members interests are paramount.

Trustees must never derive any pecuniary benefit (including benefits in kind) from being a Trustee and must notify the Chair in writing, of any gifts offered, received or promised.

Trustees are expected to reflect and support the current NCMD organisational policy, regardless of whether it conflicts with their personal views. They should always respect Committee and individual confidentiality at all times.

Diversity within the NCMD - The NCMD Equality Policy has been drawn up to comply with the Equality Act 2010. The Act stipulates that it is illegal for organisations to treat someone unfairly on the basis of protected characteristics which the Act defines. Trustees are reminded that they must adhere to the NCMD Equality Policy at all times.

Newly elected Trustees should be asked to confirm their acceptance of this NCMD Trustees Policy by signing and dating a copy of the eligibility declaration which will then be held on file.

Name:

Signed:

Dated: