

Invited Trustee – Association for Language Learning

Remuneration:	The role of Invited Trustee is not accompanied by any financial remuneration, although expenses for pre-authorised travel may be claimed in line with ALL's expenses policy.
Time commitment:	4 Board meetings per year, availability by email or phone between meetings and also represent the Charity at occasional events and meetings with key stakeholders. Invited trustees are also encouraged to attend the annual Language World conference to undertake hosting and networking with delegates and exhibitors.
Reporting to:	Board of Trustees (ALL Management Board)
Functional reporting:	Chair of Trustees and Director of the Association for Language Learning

Role Description

Objective

The ALL Management Board is the governing body for the Association. The role of Invited Trustee is to provide the Association with effective strategic leadership, direction, challenge, support and guidance. Invited Trustees work in partnership with fellow Trustees, the Chair of Trustees, Board Observers and the Association's Director to ensure that strategic, business and operational plans support the organisation's aims and objects and strategic direction and priorities. An Invited Trustee may act as an ambassador for the Association.

Collective responsibilities with fellow trustees

- Operate within the terms of the Association's Constitution, as well as with internal documents or policies referring to strategic and operational work
- Govern the charity and make decisions to ensure the effective delivery of the charity's activities
- Work with other trustees to undertake checks, pose questions and make comment, to ensure that the charity complies with all legal requirements, and thereby contributing to the oversight of the charity's performance, ethics, finances and risk management
- Contribute to and support decisions made at formal board meetings

- Liaise with fellow trustees and the Director outside of formal board meetings by email or phone
- Delegate some duties or specific aspects of governance to appointed sub-committees or working groups whilst retaining overall decision making at board level
- Delegating day- to-day and operational matters to the Director

External Relations

- Ensuring that they act in the best interests of the charity and not in the interests of any other company or organisation.
- Act as an ambassador for the charity
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

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Person Specification

The Board of Trustees (Management Board) are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience

Individuals are sought who have a strong empathy with our aims, to:

- encourage an understanding of the importance of languages at all levels in our society
- promote the development of language policies which reflect the linguistic diversity and the language needs of the country and its population
- advance public understanding of language learning and the techniques and approaches for successful language teaching
- promote improved standards of language teaching

Experience, skills, expertise and an interest in the strategic and operational management of a charitable organisation are particularly sought, alongside:

- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding

- Preparedness to make unpopular recommendations to the board, and a willingness to speak your mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Financial management,(budgeting and accounts),capacity to understand financial analysis and make informed financial judgements
- An understanding of the respective roles of the Chair, Trustees, Board Observers and Director

Invited Trustees may be in a position to contribute special skills in one or more of the following areas: investment management; legal matters; marketing or PR; HR, training and development.

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Ensuring that they act in the best interests of the charity and not in the interests of any other company or organisation.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Terms

Invited Trustees will serve a tenure of three years, renewable up to two times, subject to the unanimous approval of the board. Beyond a period of nine years, should there be a call to renew an Invited Trustee's tenure, every subsequent year's tenure would need to be agreed unanimously by the whole board.

How to apply

To apply to become an ALL Invited Trustee please complete the Invited Trustee Statement of Interest, available from ALL's website.

Please sign and date the Statement of Interest once you have completed it and send it to Rachel Middleton, ALL Director, to have arrived **by Tuesday 30 May at noon**.

This can be scanned and emailed to rachelm@all-languages.org.uk or sent via the post to:

Rachel Middleton
ALL Director
Association for Language Learning
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Leicester
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