



ADH Trustee Role Description

Role Title:	ADH Trustee	Reports to:	ADH Trustee Board
Organisation:	The Association of Dress Historians (ADH)	Manages:	N/A
Purpose of role			
<p>ADH Trustees have independent control over and are legally responsible for ADH governance, management and administration. Trustees must ensure the ADH is carrying out its purpose for public benefit, as set out in the ADH Constitution. Trustees are expected to be open, accountable and comply with statutory accounting and charitable reporting requirements.</p>			
Key duties and responsibilities			
<p>ADH Trustees will be expected to</p> <ul style="list-style-type: none"> • Attend all Trustee Board meetings (either in person or virtually). Board meetings are held three times per year. • Ensure all activity conducted by the ADH supports and helps the ADH achieve purposes set out in the ADH Constitution, and no other purpose • Comply with the ADH Constitution and the charitable law requirements and any other applicable laws that might apply to the ADH • Ensure you are acting in the ADH best interests and accordingly, make informed and reasonable decisions • Act with reasonable care and skill and seek external, expert advice as and when required • Ensure there are no conflicts of interest or loyalty when acting as a Trustee and declare where necessary and required • Decide and plan how the ADH will carry out its purpose, ensuring there are sufficient resources and funds available • Manage ADH resources and assets responsibly and mitigate any associated risk • Ensure ADH funds are protected and spent only to achieve ADH 			

objectives

- Ensure accurate financial records are kept and robust financial controls are in place
- Hold one-to-one yearly meetings with ADH volunteers to ensure they are clear on their roles and responsibilities and are aware of how to report an issue
- Periodically, review what the ADH is achieving and how effective the ADH is at carrying out its purpose
- Review ADH objectives and if required, update and modify through the Charity Commission and approval at the ADH AGM
- Be aware of other laws that might affect the running of the ADH such as, equality, data protection and safeguarding laws
- Ensure the ADH is accountable and compliant with statutory accounting and reporting requirements
- Ensure the ADH is accountable to the Charitable Commission and ADH membership

Desirable skills

- Strong leadership skills
- Good organisational skills
- Good strategic and planning abilities
- Experience of building teams and organisational culture

Desirable competencies

- Good interpersonal and communication skills
- Excellent diplomacy and persuasive skills

Type and length of role

- This is a voluntary role on the ADH Trustee Board. It is a three-year tenure after which, the role will be put up for re-election.
- Trustees may be asked to join an ADH Sub-Committee.
- This role is subject to a three-month review period to ensure expectations are met for both role holder and ADH Executive Committee.
- The role holder will need to devote required time to position and organisation (this will be discussed with successful applicant prior to acceptance of role).
- In the event that the role holder resigns a by-election must be held and a new Trustee recruited before current role-holder can stand down.

The Trustee role should be managed in conjunction with the following guidance documentation:

ADH Constitution

ADH Code of Conduct

ADH Code of Ethics

The essential Trustee

Charity Commission

Charity Governance Code (smaller charities)

Good Governance: A Code for the Voluntary and Community Sector

Hallmarks of an effective charity

The role will remain open until filled.

To apply, please send a note of interest (maximum 200 words) which includes candidate's background, dress history interests, and suitability to the post. Send simultaneously to both:

Dr. Emily Taylor
ADH Secretary and Trustee
secretary@dresshistorians.org

Dr. Vicki Karaminas
ADH Trustee
vicki.karaminas@dresshistorians.org