

## TRUSTEE RECRUITMENT INFORMATION

### Terms of Reference for the Board of Trustees

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#### 1. Aims

The Board of Trustees of PLAY WALES | CHWARAE CYMRU has overall responsibility for the governance of the organisation. Whilst retaining responsibility for all actions taken in PLAY WALES | CHWARAE CYMRU's name, it may delegate functional responsibility to sub-committees and staff. The role of the Board of Trustees is to set the overall policy objectives of PLAY WALES | CHWARAE CYMRU and to ensure that activities reflect these, in keeping with legal, financial and moral obligations.

#### 2. Responsibilities

PLAY WALES | CHWARAE CYMRU is registered as a charitable incorporated organisation (CIO). As such, Trustees are also Company Directors. They will ultimately be responsible under Charity Commission legislation.

- To set the overall policy framework of the organisation.
- To set and review policy objectives for the organisation.
- To approve the annual budget.
- To admit new members of PLAY WALES | CHWARAE CYMRU and receive new members of the Board of Trustees.
- To approve the use of the Company Seal.
- To establish and review the staffing structure.
- To monitor the performance of the organisation against set targets.
- To adopt the audited accounts.
- To set salary levels.
- To approve strategic and operational plans.
- To appoint legal advisers, accountants, and other professional advisers.
- To appoint or dismiss the Director.
- To monitor disciplinary and grievance procedures against other staff.
- To hear appeals relating to the dismissal of staff.
- To receive and consider reports on PLAY WALES | CHWARAE CYMRU's performance against key objectives and review any corrective action taken by the Director.
- To consider draft policy and procedure reports which relate to finance, human resources and other general matters.
- To ensure that PLAY WALES / CHWARAE CYMRU's assets are protected by the maintenance of adequate insurance cover.
- To approve the disposal of any assets with a written down value of more than £500.
- To agree the purchase of major capital expenditure by the organisation. This would include expenditure of any single item in excess of £2,000, not identified in the annual budget.
- To approve changes to PLAY WALES / CHWARAE CYMRU's authorised signatories.
- To delegate authority to sub-committees.
- To review constitutional amendments as necessary.

### **3. Composition / Membership**

3.1 The Trustee Board will consist of the following members:

3.1.1 Up to 9 appointed Trustees.

Only category 3.1.1 members are eligible to vote.

3.1.2 Up to 8 Observers nominated from

- Welsh LGA (*Chair or a named member and an officer*)
- Association of Directors of Education of Wales (*Chair or a named member*)
- Sports Wales (*Director or a named officer with an interest in children's play*)
- Arts Council of Wales (*Director or a named officer with an interest in children's play*)
- Children in Wales (*Chief Executive or a named officer with an interest in children's play*)
- Wales Association of Community and Town Councils (*Chair or a named member*)

3.2 The quorum is two charity trustees, or the number nearest to one third of the total number of trustees, whichever is greater, or such larger number as the charity may decide from time to time.

3.3 The Chair will be appointed at the AGM.

### **4. Sub-Committees**

4.1 The remit and decision-making powers of each sub-committee must be agreed by the Board.

4.2 The Chair of each sub-committee must be a Trustee appointed by the Board.

4.3 Each sub-committee may invite other people to contribute their expertise for a limited period. They can be officers of the organisation or external people with appropriate skills and knowledge.

4.4 Each sub-committee will meet on a pre-determined schedule commensurate with its function.

### **5. Commitment**

5.1 The Board of Trustees meets approximately four/five times a year.

5.2 Sub-committees of the Board may meet as and when convened and trustees may commit what time they wish to such developments.

5.3 It may be necessary to meet with Members of the Senedd or Welsh Government officials to advise on strategic issues. These may make a greater call on a member's time.

5.4 Appointment as a Trustee of PLAY WALES / CHWARAE CYMRU is subject to a DBS Check

5.5 Term of office: 3 years

### **6. Remuneration**

6.1 Appointments to the Board of Trustees and sub-committees are unpaid, but members are able to claim reimbursements for travel and subsistence costs incurred whilst carrying out duties on behalf of the Board.

### **7. Review**

7.1 The roles and purpose of the Board and sub-committees will be reviewed from time to time.

7.2 An annual review of trustees will be undertaken by the Chair to provide a structured opportunity for trustees to discuss any issues of concern, in confidence, with the Chair.