ROLE DESCRIPTION OF A ROYAL MILITARY POLICE CENTRAL BENEVOLENT FUND TRUSTEE

Main Purpose of Role

1.1 As a Trustee, to ensure the Royal Military Police Central Benevolent Fund ("The Fund") effectively maintains and/or increases the efficiency and esprit de corps of the Royal Military Police and assists or benefits entitled persons in need of charitable assistance or benefit.

1.2 As a Trustee you hold specific responsibility for the control and management of the Fund by ensuring that the Fund:

1.2.1 Fulfills its legal and regulatory responsibilities in all aspects.
1.2.2 Delivers all aspects of activity in accordance with the aims, policies and procedures stated in the Charitable Trust Deeds.
1.2.3 Has clear structures of accountability.
1.2.4 Reviews regularly its own performance and plans.

Position and Support in the Trust

2.1 You are accountable to the Chair and other Trustees, with wider accountability to beneficiaries, partner organisations, donors & supporters and regulators.

2.2 You are (collectively) accountable for all Fund staff and volunteers.

2.3 You will liaise with the Regimental Secretary Royal Military Police, who in turn liaises on the Trustees behalf with many other charitable organisations, which provide advice, care and guidance within the military environment and the Armed Forces charities sector.

Key Responsibilities

3.1 Deliver the objectives of the Fund by: (a) maintaining and/or increasing the efficiency and esprit de corps of the Royal Military Police; (b) in the assistance or benefit of any such person serving or having at any time served in the Royal Military Police or being dependents, wives, widows or issue or persons in the Royal Military Police as may for the time being be in need of charitable assistance or benefit; and (c) in making financial grantsto any charity or charitable fund or charitiable institution existing or hereafter instructed which in the interests of the Trustees directly or indirectly benefits the persons or dependants of persons who are serving or who have served in the Royal Military Police.

3.2 Work alongside other trustees (including the Chair) and the Regimental Secretary to provide leadership to the charitable fund through good governance, clear planning and evaluating performance.

3.3 Ensure accountability within the charity, particularly where responsibility for particular tasks or decisions are delegated to staff or volunteers.

3.4 Maintain confidentiality about all sensitive/confidential information received in the course of fulfilling the role.

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3.5 Use reasonable care and skill, making use of personal knowledge or experience in helping the charity operate effectively and efficiently, taking advice where necessary.

3.6 Avoid a position where duties to the charity conflict with personal interests or loyalty to any other person or body, and not receive benefit from the charity unless properly authorized.

3.7 Monitor and ensure the effective and efficient administration of the branch and its resources, in line with accepted standards, policies, existing business plans and the organisation's governing documents.

3.8 Act in the best interests of the charity, beneficiaries and future beneficiaries at all times.

3.9 Ensure the financial stability of the Fund including the appointment of an Investment Manager.

3.10 Ensure the organisation uses its resources exclusively in delivering its charitable objectives and manage the assets of the Fund through proper controls and planning.

3.11 Give enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all Trustees' meetings.

3.12 Trustees are responsible for ensuring they understand and perform the legal duties of being a trustee. New trustees are to refer to guidance on the role provided by the Charity Commission's guidebook CC3: *'The Essential Trustee: what you need to know, what you need to do'.*

3.13 In England, Wales and Crown Dependencies, the Charity Commission summarises the legal duties of trustees as:

3.13.1 Comply with the charity's governing document and the law.
3.13.2 Always act in the charity's best interests.
3.13.3 Manage the charity's resources responsibly.
3.13.4 Act with reasonable care and skill.
3.13.5 Ensure the charity is accountable.

Qualities, Skills and Experience Required

4.1 As a Fund Trustee, you should be able to demonstrate:

4.1.1 Your commitment to the Fund, its objectives and values.
4.1.2 Your understanding and acceptance of the duties, responsibilities and liabilities of trusteeship.
4.1.3 That you recognize the need to adhere to regulations and policies.
4.1.4 A willingness to look beyond the Fund by responding to wider issues when required.

4.2 As a Fund Trustee, you should:

4.2.1 Be able to work closely with other Trustees and staff of the Fund. to communicate clearly and sensitively and to take an active part in discussions.
4.2.2 Have the ability to stay informed, take advice where needed and exercise sound and independent judgement.
4.2.3 Be able to see the bigger picture, recognize the main points in a complex situation and to make informed decisions.

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4.2.4 Capable of monitoring and keeping high standards, whilst maintaining good working relationships, a basic level of financial literacy, of the eight principles of data protection and your computer skills.

4.2.5 Be approachable, able to give and receive support and willing to admit to and learn from mistakes; be flexible and open to other peoples' ideas, calm, tactful, diplomatic and always respectful of confidentiality.

Appointment and Tenure

5.1 There are three "Ex-Officio Trustees" namely the Provost Marshal (Army); the Provost Sergeant-Major; and the National Chair of the Royal Military Police Association.

5.2 Two "Nominated Trustees" (a Colonel of the Royal Military Police and a Commanding Officer of a Regiment (or of an appropriate Unit) of the Royal Military Police) are selected by the Provost Marshal (Army) in his or her capacity as Chair of the Fund.

5.3 No more than five trustees are appointed (the "Appointed Trustees") by resolution of the Committee.

5.4 Nominated and Appointed Trustees serve for a term of up to five years and may be reappointed for a further term or terms ordinarilly to a maximum of a further four years.

Location, Travel and Expenses

6.1 The role is both home-based and Fund-based, but may involve travel to local, regional and organisation-wide events.

6.2 Reasonable expenses for travel and subsistance can be reimbursed in line with the Fund's 'Expenses Policy'.

Recruitment Restrictions

7.1 In accordance with Charity Commission guidance on the recruitment and selection of charity trustees, no one under the age of 16 can be appointed as a trustee in England, Wales and Crown Dependencies.

7.2. Some people are disqualified by law from acting as a trustee. Please check the Charity Commission website for further details for England and Wales at https://www.gov.uk/government/organisations/charity-commission.

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