



The Army Central Fund
Floor 1 | Zone 6
Ramillies Building, Marlborough Lines
Monxton Road, Andover SP11 8HJ

The Army Central Fund | Registered Charity 245700
The Army Central Fund Trustee Ltd | Company No. 11820705

THE ARMY CENTRAL FUND 'TRUSTEE' ROLE DESCRIPTION AND PERSON SPECIFICATION

Background

1. The Army Central Fund is a grant-making charity (“the Charity”) which supports serving British Army personnel, both Regular and Reserve, as well as their immediate families. Established in 1948, the Charity provides grants to military commands and organisations and to national and local charities for projects that will improve well-being across the Army community.
2. The Charity is registered in England and Wales. As an incorporated charity the sole Trustee is The Army Central Fund Trustee Limited. The corporate trustee structure limits the liability of individual members of the Charity Board who are known as Trustees, but in practice are directors of the company.
3. The Charity requires its Trustees to have a broad skill set which includes experience at a senior level in the private, public or voluntary sector and broad knowledge of charity governance and grant-making.
4. The Board usually meets twice a year in Andover, Hampshire and some papers are circulated out of committee for decisions between meetings. On occasion, and if available, Trustees may be asked to visit to projects or attend additional meetings.

Role Description

5. Trustees are responsible under the governing document¹ for controlling the management and administration of the Charity in accordance with its Articles of Association² and for furthering its two objects which are ‘to promote the efficiency of the Army for the public benefit’ and relieve the ‘need, hardship and distress’ of serving personnel in the Army and their immediate families. This requires Trustees to:
 - a. be responsible for the success of the Charity for the benefit of current and future beneficiaries;

¹ Charity Commission Scheme for The Army Central Fund (245700) dated 21 July 2004 as amended.

² Articles of Association of The Army Central Fund Trustee Limited, Charity Company Number 11820705 dated 11 February 2019



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- b. ensure that the Charity pursues its charitable objects;
 - c. ensure that the Charity complies with its governing document, charity law, company law and other relevant legislation or regulations, so that its governance is of the highest standard;
 - d. contribute actively to the Board's role in setting the strategic direction of the Charity;
 - e. be ultimately responsible for directing the management and effective and efficient administration of the Charity, a responsibility which cannot be delegated, although day-to-day running of the Charity is the duty of the Corporate Secretary (known externally as 'Director')³;
 - f. ensure the financial stability of the Charity, maintaining proper financial control and accountability and ensuring that the Charity's capital investment is maintained at a level sufficient to sustain funding to meet the Charity's objects;
 - g. promote and safeguard the reputation of the Charity, acting reasonably and prudently in all matters relating to the Charity and always in its best interests;
 - h. appoint the Secretary (known externally as 'Director') and monitor his/her performance.
6. In addition to the above duties, each Trustee should use any specific skills, knowledge or experience she/he has, to help the Board reach sound decisions. These may involve:
- a. scrutinising and commenting on board papers;
 - b. chairing or participating in sub-committees;
 - c. focusing on key issues;
 - d. representing the Charity at events and on visits to projects;
 - e. providing advice and guidance on new initiatives, and
 - f. other issues in which the Trustee has special expertise.

³ Maintenance of the accounts, preparation of the annual Financial Statements and the independent audit are contracted out and a legal adviser is retained.



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Person Specification

7. The Charity is looking for a new Trustee who will bring a background and expertise in one or both of the following:
 - Long-term investment portfolio management, which may have been gained as an investment professional, or through working in investment management or a related industry;
 - Charity finance and financial administration, whether in financial leadership, as a non-executive in significant organisations within the sector, or as a board-level advisor to such charities; some understanding of specifics relating to finance or charities in a Defence context would be a bonus but is not essential.

8. All Trustees need to be able to demonstrate the following general qualities, knowledge and experience:
 - a commitment to the aims of the Charity and empathy with the people it supports in the serving community;
 - a proven track record of working at a senior level in the private, public or voluntary sectors;
 - an ability to look at issues from a Board level perspective with sound, objective judgement and a willingness to speak his/her mind;
 - an understanding of the relationship between public funding and charitable funding;
 - knowledge of the principles of good governance and their practical application;
 - an understanding of the Army's ethos - either through appropriate personal experience in either the Regular Army or Reserves, or an association, and affinity with the Army and its people (this does not imply a requirement for previous military service);
 - a willingness to devote appropriate time, enthusiasm and effort to the duties and responsibilities of a Trustee;
 - selflessness, integrity, objectivity, accountability, openness, and honesty;
 - impartiality, fairness and the ability to respect confidences;
 - good communication, networking and interpersonal skills;
 - commitment to equal opportunities and the promotion of diversity.

9. There are normally two main Board meetings per year. An extra meeting may be called if required. Meetings usually take place at Army Headquarters in Andover. In the past some have been held in London and at the Royal Military Academy in Sandhurst.



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10. Trustees are unremunerated, but reasonable expenses can be reimbursed:

- time commitment is flexible, but a willingness to share time and expertise readily is essential;
- term of office is for an initial appointment of three years, extendable for periods up to three years;
- Trustees are to undertake induction and training to understand fully the role and the workings of the Charity;
- each Trustee is protected against legal liability for third party claims and the liability to contribute to the debts of the trustee company is limited to £1;
- an eligibility question will be included in the induction process to ensure that applicants are not disbarred from being a company director.