



Wrexham AFC Community Trust

- Roles:**
- 1) Chair of Wrexham AFC Community Trust Board of Trustees
 - 2) Treasurer and Trustee on Wrexham AFC Community Trust Board of Trustees

Wrexham AFC is an established football club with a rich heritage. The Club is proud of the important role it plays in the local community and continues to deliver a growing range of outreach initiatives on a regular basis, making a positive difference to both the local and wider community.

The Club's mission statement placed the delivery of community benefit at its heart and the change of name, connects the Club and the community, in a way that everyone can recognise.

The Wrexham AFC Community Trust aims to utilise the power of football, other sports and physical activities to boost educational attainment, and to improve the health, wellbeing and safety of individuals in Wrexham and North Wales. A range of programmes, run both independently and also through schools - as well as a calendar of holiday schools - supports these goals, as well as breaking down barriers to increase participation levels. Programmes include Girls Football Hubs, Walking Football, weekly Fun Football Sessions for primary-age children, Huddle girls' football sessions and, during school holidays, Autism-Friendly Football.

We're looking to add to our breadth of experience on the Trust Board by appointing a Chair of the Board of Trustees; and a Trustee with specific oversight of the Trusts accounts.

You will find **details of the roles** on the next pages.

How to apply:

Send a copy of your current CV and a cover letter to the Secretary of the Trust - Níamh Kelly (niamh.kelly@wrexhamafc.co.uk) by close of business on **Wednesday 31st January 2024 (extended)**.

The cover letter should outline how your experience and knowledge will benefit the Trusts work in Wrexham, North Wales communities and beyond.

Special information: The Trust is fully committed to the EFL Equality, Diversity & Inclusion Standards and as the Trust Board is under represented in these areas; we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBTQ+ community and anyone with a disability.





Trust officers: the Chair and Treasurer

The role of Chair and Treasurer comply with any specific provisions for officers in our governing document.

Trust officers do not automatically have any extra powers or legal duties than their co-Trustees, but may carry out specific roles or have specific responsibilities delegated to them. However, all Trustees remain jointly responsible for the Trust. For example, all Trustees share responsibility for finances (not just the treasurer).

A Chair can only make decisions in accordance with any provision in the governing document or delegated authority agreed by the Trustees, and should notify the other Trustees of any decisions made.

Trustees can also nominate a Trustee to take the lead on a particular matter.

The Chair

The Chair will:

- help plan and run Trustee meetings
- takes the lead on ensuring that meetings are properly run and recorded
- takes the lead on ensuring that Trustees comply with their duties and the Trust is well governed
- might have a second or casting vote if a vote on a Trustees' decision is tied, (but only if this is specified in the Trust's governing document)
- may act as a spokesperson for the Trust
- acts as a link between Trustees and staff
- line manages the chief executive role on behalf of the Trustees

The Treasurer

The Treasurer will take the lead at Board level on:

- making sure the Trust keeps proper accounts
- reviewing the Trust's financial performance
- drawing up or reviewing policies for finance and investment
- ensuring that the Trust has robust and effective financial controls in place
- liaising with any finance staff and with the Trust's independent examiner or auditor

The Trust Board meets at least 6 times a year, on site at the Clubs Racecourse Stadium



**General information on the role of Trustees:**

Trustees have independent control over, and legal responsibility for, a Trust's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country. Trustees have 6 main duties

1. Ensure the Trust is carrying out its purposes for the public benefit

You and your co-Trustees must make sure that the Trust is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the Trust's purposes as set out in its governing document
- plan what the Trust will do, and what you want it to achieve
- be able to explain how all of the Trust's activities are intended to further or support its purposes
- understand how the Trust benefits the public by carrying out its purposes

2. Comply with the Trust's governing document and the law

You and your co-Trustees must:

- make sure that the Trust complies with its governing document
- comply with Trust law requirements and other laws that apply to the Trust

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

3. Act in the Trust's best interests

You must:

- do what you and your co-Trustees (and no one else) decide will best enable the Trust to carry out its purposes
- with your co-Trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to the Trust conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the Trust unless it's properly authorised and is clearly in the Trust's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage the Trust's resources responsibly

You must act responsibly, reasonably and honestly (the duty of prudence). Prudence is about exercising sound judgement. You and your co-Trustees must:

- make sure the Trust's assets are only used to support or carry out its purposes
- not take inappropriate risks with the Trust's assets or reputation
- not over-commit the Trust
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-Trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the Trust vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.



**5. Act with reasonable care and skill**

As someone responsible for governing a Trust, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings

6. Ensure the Trust is accountable

You and your co-Trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that the Trust is complying with the law, well run and effective
- ensure appropriate accountability to members, if the Trust has a membership separate from the Trustees
- ensure accountability within the Trust, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

Making decisions as a Trustee

As Trust Trustees, we make decisions about the Trust together, working as a team. Decisions don't usually need to be unanimous as long as the majority of Trustees agree.

When you and your co-Trustees make decisions about the Trust, you must:

- act within your powers
- act in good faith, and only in the interests of the Trust
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable Trustee body could make in the circumstances

You should record how you made more significant decisions in case you need to review or explain them in the future.



Wrexham AFC Community Trust

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Ymddiriedolaeth Gymunedol CPD Wrecsam

Stadiwm Cae Ras
Ffordd Yr Wyddgrug
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