



Trustee of the Radio Academy – Role Description

Updated Dec 2023

Overall Purpose

The Radio Academy is a registered charity, and the Board of Trustees are its sovereign body. Trustees have a responsibility to ensure the good governance of the charity in accordance with legal and regulatory guidelines, and in accordance with the Radio Academy's governing articles. The board is responsible for the overall strategic direction of the organisation.

Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- To uphold the financial responsibilities invested in the position, undertaking such duties in a way that adds to members' and the public's confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To support the Executive with creative and logistical input into Radio Academy activities, which may include chairing sub-committees, producing events or materials, making use of your network of contacts, and other as required.

Particulars

- Trustees are elected for a three-year term, starting in February.
- Trustees can expect a minimum of six board meetings per year – these are usually held in-person in London with a Zoom option.
- The position is voluntary, and Trustees may not earn income from the Radio Academy while in post.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interests of the charity, beneficiaries and future beneficiaries.
- Promoting and developing the charity in order for it to grow and maintain its relevance to the industry and society at large.
- Ensuring the effective and efficient administration of the charity and its resources, making sure expenditure is in line with the organisation's objectives, and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the work and activities of the Executive.
- Attending all scheduled and extraordinary meetings of the Board
- Maintaining absolute confidentiality about all sensitive/confidential information received in the course of the trustee's responsibilities to the charity.

Skills and experience

- An ability to provide the level of commitment required for the role, and an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Significant experience of participating in the UK radio and audio sector (this is likely a minimum of ten years), and demonstrable passion for the charitable purposes of The Radio Academy.
- Strategic purpose and vision
- A track record in one or more of the following areas:
 - governance and strategic thinking;
 - a senior role in a medium-to-large organisation;
 - developing strategic partnerships with third-party organisations;
 - prior experience of committee/trustee work.
- Knowledge or experience in one or more of the following areas would enhance the skills of the current Trustees at this time:
 - experience in charity or company law and regulation;
 - background in commercial sales and revenue;
 - engaging with young and under-served audiences;
 - experience in the community radio or audio sector;
 - working in technology or audio engineering;
 - working in podcasting, interactive content or emerging platforms.