



# *International Federation of Aromatherapists*

## **TRUSTEE PERSON SPECIFICATIONS & SELECTION PROCESS**

Welcome and thank you for your interest in becoming a trustee of the International Federation of Aromatherapists (IFA). As a trustee the commitment you dedicate will make a direct difference to the charity and everyone it helps. Being a trustee is immensely rewarding, providing both expected and unexpected opportunities for personal development and while you bring your skills and energy to the running of the charity, you will also find you are gaining new experience and knowledge. For instance, you will help plan the strategic future of the charity and its work, be involved in developing staff and make policy decisions for the charity. You will also ensure it's accountable to its members, to the Charity Commission and the public in general. We hope you will enjoy making a difference to society and supporting the IFA to deliver its charitable objectives.

### **DUTIES**

To help you gain an understanding of your responsibilities as a trustee, in the first instance you should familiarise yourself with the [Charity Commission Guide – The Essential Trustee – What You Need to Know](#) and the IFA's Governing Body Terms of Reference - the [Articles of Association](#). In order to protect the rights and obligations of the trustees the IFA charity is registered in England and Wales as a Limited Company Number 1165766. As a trustee therefore you will also become a director of the IFA company. The obligations and responsibilities of this role are the same as that of a charity trustee.

### **ROLE SPECIFICATIONS**

The trustee board seeks to maintain a membership that has a wide-ranging level of experience so that the board as a whole has the skills and experience to draw upon in its governance and decision-making roles. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience. The rewards of working with, and learning from, people from different backgrounds and skills will be great. You'll be joining a team of trustees and becoming part of the 900,000 charity trustees in England and Wales.

Currently, the IFA has 1 lay member (non-member) position available or the person will need to be a member of the IFA.

A person may apply to become a trustee who is willing to act as a trustee and;

1. Fulfils the job description of the role for which they are applying, see below roles required;
  - [Disciplinary & Complaints](#)
  - [Fundraiser](#)
2. fulfils the person specifications of the role for which they are applying (below);
3. has not served on a similar organisation's board, specifically aromatherapy within the past five (5) years from the date of application;
4. is permitted by [law](#) to do so.



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## **PERSON SPECIFICATION**

Each trustee must have:

1. At least five (5) years' experience in the role in which they are applying
2. integrity;
3. a commitment to the organisation and its objectives;
4. an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
5. a willingness to devote the necessary time and effort to their duties as a trustee;
6. a willingness to commit to a minimum of two (2) years' service;
7. a good level of spoken and written English;
8. strategic vision;
9. sound independent judgement and an ability to think creatively;
10. willingness to speak their mind;
11. an ability to work effectively as a member of a team;
12. an email address, contact address and access to internet;
13. a willingness to participate in trustee group email communications;
14. to treat all information relating to IFA business as private and confidential

## **SELECTION PROCEDURE**

Responsibility for the recruitment of new trustees' rests firmly with the existing trustees. The trustees oversee the management of a fair and open process and always act in the best interests of the charity. The trustees will identify the need for new trustees. This may be because vacancies have arisen through resignations, expiry of appointment term, or it may be that existing trustees have decided that one or more new trustees with specific skills are needed to help run the charity more effectively.

1. The trustees will agree what skills, experience and knowledge are needed, in the form of a short job description and person specification (as published above).
2. To formally apply the applicant must complete the trustee application form where the candidate is asked to confirm that they have not been disqualified from acting as trustee, and declare any existing or potential conflicts of interest.
3. Once you have submitted your application it will be circulated to the board of trustees.
4. The trustees will ascertain if the applicant's skills and experience match the specifications.
5. Short-listing and interviews will take place to ensure the applicant fully understands their responsibilities and availability to commit to projects.
6. Preferred candidates are identified and invited to join the trustees, subject to references, formal vetting and approval by the full trustee board. Unsuccessful candidates are notified and thanked for their interest.
7. An information pack about the charity is sent to trustee(s) recommended by the board, and a full induction process is arranged.
8. Trustees will be formally ratified at the Annual General Meeting (AGM) by the membership. If more than 12 candidates are standing the membership will be required to vote for their preferred nominations.



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The new trustee(s) attend their first board meeting and are duly welcomed and meet existing trustees and others involved with the charity, such as the CEO and other members of staff. All relevant parties, such as the charity's solicitors and auditors, are notified of the new appointments.

## **TERMINATION OF APPOINTMENT**

**Resignation:** A committee member may resign once notification is received by the IFA from the person of their resignation.

**Removal:** A person ceases to be a trustee as soon as:

1. A person fails to declare conflict of interest or deliberately conceals conflicts of pecuniary or personal interest.
2. A registered medical practitioner who is treating that person gives a written opinion to the IFA stating that that person has become physically or mentally incapable of acting as an advisor and may remain so for more than three months.
3. Failure to respond to requests within a reasonable time frame.
4. Failure to complete projects allocated within a reasonable time frame or fulfil responsibilities.
5. Breach of confidentiality of certain types of information, as declared at the meeting as confidential, for example marketing strategies etc.
6. Valid complaints raised against any act the person participate in, which are investigated and found to have merit.
7. In this instance the trustee would be removed by a vote of no confidence.

For more information, please contact [office@ifaroma.org](mailto:office@ifaroma.org)