

Trustee Job Description

The MTPT Project (registered charity number: 1192218) is the UK's only charity for parent teachers. Our charitable objectives are:

To advance education for the public benefit by maintaining high standards in teaching by ensuring the continued professional development of teachers during or on their return from parental leave including assisting in the re-training of teachers who have taken a caring-related career break.

We do this by providing:

- Coaching programmes for teachers over the parental leave and return to work period, and for teachers with young families
- Training workshops for current teachers and teachers on career breaks
- Networking opportunities for teachers over the parental leave period, and who have young children
- Research into the experiences of parent-teachers, particularly 'motherhood penalty' in education
- Consultancy and training for school leaders, HR managers and CPD providers
- The provision of resources and case studies via our website and social media presence
- National campaigning work for improved working conditions for parent-teachers

Core Values of The MTPT Project

The work of The MTPT Project is underpinned by a set of core values, communicated to all volunteers, including the Trustees, and referred to in our decision-making processes.

- No Pressure, No Guilt
- Positive and solutions-focused
- Fully inclusive
- Empowering of other parents' choices
- Friendly and welcoming
- Neutral/ open-minded on controversial issues
- Informative
- Human and honest
- Professional and wise

We ask that Trustees adhere to our core values when representing The MTPT Project in a formal and wider networking capacity.

Job Description

Each trustee of The MTPT Project shall be responsible for:

- Fully understanding and committing to the mission, goals and objectives of the organisation
- Fully understanding the roles and responsibilities of the Board of Trustees
- Fully understanding the roles and responsibilities of the Founder, Coaches and volunteer team members
- Fully understanding the day-to-day activities of The MTPT Project
- Preparing for and attending all meetings of the Board of Trustees – a minimum of one per year, and a maximum of three per year.
- Serving on Trustee committees and sub-committees as appointed or elected
- Providing general advice and assistance to the organisation upon request by Board members and / or staff
- Providing reports, materials, and other items associated with Trustee responsibilities and activities in a timely manner
- Informing the Trustees of all actual and potential conflicts of interest relating to the general purposes and activities of The MTPT Project and to specific issues before the board
- Other responsibilities as required by the Board of Trustees, the Chair of Trustees or other Trustee officers

Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of The MTPT Project, and monitor The MTPT Project's financial health, programmes and overall performance.

Specific Trustee Roles

Community Trustee

- A 6-12-month minimum term
- On, or recently returned from a period of maternity, adoption or shared parental leave during the 6-12-month term
- Providing insight into the experiences of colleagues currently on, or recently returned from a period of parental leave
- Consideration for permanent Trustee status after 12 months

Safeguarding Trustee

- A 2-year minimum term
- Experience of leading safeguarding in education, maternal health, the charity sector or other relevant industry
- Up to date safeguarding qualification
- Named on The MTPT Project's Safeguarding policies
- Responsible for The MTPT Project's adherence to our Safeguarding policies
- Responsible for the appropriate management of any safeguarding concerns
- Attendance at one subcommittee meeting per year focusing on Safeguarding

- Available to the CEO in the case of any Safeguarding concerns

Father Trustee

- A 12-month minimum term
- A father to young children working in education
- Providing insight into the experiences of father-colleagues
- Consideration for permanent Trustee status after 12 months

Policy

- To make a final determination and vote on the strategic plan for The MTPT Project and evaluate The MTPT Project's performance in accomplishing its mission on an annual basis
- To review, discuss and vote on programme committee guidelines, and to vote on all grant submissions for funding
- To develop policies for the operation of the programme committees, and to develop policies for Trustee participation on the Board

Personnel

- To be accountable for the Founder, determine performance standards, and evaluate performance on an annual basis
- To review and approve personnel policies
- To act in adherence with the 2010 Equalities Act when hiring employees or volunteers

Finance

- Review and approve The MTPT Project's annual budget
- On an annual basis, to review and approve a spending policy that fulfils the mission and goals of The MTPT Project
- Oversee the work of the Founder in defining fundraising and spending goals, monitoring the management of investments and adhering to tax requirements

The responsibilities of the Trustees are:

To evaluate on a regular basis:

- a. The MTPT Project's effectiveness in accomplishing its mission
- b. The role and performance of the Founder on an annual basis
- c. The effectiveness of the allocation of resources
- d. The effectiveness of individual Trustees and the Board of Trustees as a whole
- e. Whether The MTPT Project should continue as an organisation

To establish and oversee:

- a. Institutional policies including but not limited to a policies in accordance with the 2010 Equality Act
- b. Personnel policies
- c. Systems for fiscal accountability

To take responsibility for planning by:

- a. Ensuring that there is a mission statement
- b. Ensuring that there is a strategic plan
- c. Overseeing the implementation of the strategic plan

To oversee the acquisition and allocation of funds by:

- a. Defining fundraising and spending goals
- b. Monitoring the management of funds
- c. Approving The MTPT Project's overall programme plan

To provide insight and feedback according to experience, industry or community status.

Inclusion and Diversity

The MTPT Project are fully committed to providing safe and fully inclusive opportunities for our team members, volunteers and audience. More information about the integral role that diversity and inclusion play in our charity can be found on our website: <https://www.mtpt.org.uk/diversity-and-inclusion-team>

Safeguarding

Trustees must read and understand our safeguarding policies, and keep up-to-date with an awareness of relevant safeguarding issues through training or review.

Minimum Terms

Acting as a trustee is a voluntary role that we ask you to commit to for the following minimum appointment times, depending on your role:

- Chair of Trustees – 3-year minimum appointment with reappointment applications and voting after 4 years
- Permanent Trustee – 2-year minimum appointment with reappointment applications and voting after 3 years
- Community Trustee – 6-month minimum appointment / 12 month maximum appointment with consideration for Permanent Trustee status after 12 months
- Father Trustee – 12-month minimum appointment with consideration for Permanent Trustee status after 12 months

However, your wellbeing, and the wellbeing of your child and family are our top priority. As part of the 'No Guilt, No Pressure' policy we extend to our volunteers, we invite you to



communicate in a timely and transparent fashion if you need adjustments to your trustee commitments, or if you need to step back from the role at any point.

Any concerns raised based on personal interactions or online activity on social media could give cause for the removal of a Trustee from the Board.