

Cambridge Breastfeeding Alliance Trustee Job Description

Cambridge Breastfeeding Alliance (CBA) provides vital breastfeeding support to families in the Cambridge area. Our vision is that there is free, skilled, breastfeeding support available for every family who want it, when they need it, in the Cambridge area.

CBA became a registered charitable incorporated organisation (CIO) in 2015, having been involved for many years with providing breastfeeding support at Homerton Children's Centre. In 2015 we opened a weekly breastfeeding support drop-in at Trumpington Meadows School. We had to suspend this during the covid pandemic and moved online.

We now provide online support three mornings a week and provide a weekly in-person breastfeeding support session by appointment at Ross Street Community Centre in central Cambridge. We also advocate for the provision of breastfeeding support in the Cambridge area, in cooperation with NHS and other agencies.

We are a small registered charity, and governed by a small group of Trustees. The Trustees have independent control over, and legal responsibility for our management and description. The detailed responsibilities of CBA trustees are laid out as follows:

We currently have no full or part time staff, but pay staff for both administrative and service provision on an hourly basis.

Duties of trustees

- Set and maintain vision, mission and strategy in line with stated objects (purposes), as defined in our governing document
- Ensure that CBA complies with its governing document and policies, charity law, company law and any other relevant legislation or regulations.
- Ensure that CBA applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Take an active role in fundraising for CBA; lead, organise and contribute to fundraising efforts, with time and energy. We are responsible, as Trustees, for the financial stability of the charity (It is not expected that Trustees should donate personally to CBA.)
- Safeguard the good name and values of CBA
- Ensure the effective and efficient administration of CBA, and its ongoing operational management, including having appropriate policies and procedures in place
- Protect and manage the property of CBA and ensure the proper use of funds
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of freelancers, and monitor their performance as appropriate

- Assess and manage risk for service users, the organisation, volunteers, and freelance Breastfeeding Counsellors/International Board Certified Lactation Consultants (BFCs/IBCLCs). Risk includes practical considerations in the venue, and also risk to the organisation's reputation, etc
- Implement statutory responsibilities around reporting of serious incidents (as defined by the Charity Commission)
- Ensure that CBA acts in compliance with the WHO Code of Marketing of Breastmilk Substitutes and subsequent relevant WHA Resolutions¹
- Ensure that CBA is operating based on the principles of equality of opportunity, diversity and inclusion in respect of all families who use our services, actively seeking to support families from marginalised groups

Expectations

- Have up-to-date knowledge and understanding of how CBA works and the professional and political context within which it operates.
- Carry out their trustee work in a timely manner and to an appropriate standard.
- Make every effort to attend all CBA trustee meetings.
 - CBA trustees hold 8-10 meetings a year. Any Trustee with advance knowledge that they cannot attend a meeting should send their apologies to the chair. If a trustee fails to attend two consecutive meetings without apology, explanation or reporting of activity, this will constitute a breach of their duties.
- Actively read meeting minutes, and complete any assigned action points.
- Use any relevant specific skills, knowledge or experience to help the board of trustees reach sound decisions
- Participate in discussion between meetings via online channels.
- Actively contribute to the decision making process, through discussion, debate and voting – contributing positively, listening carefully, and challenging sensitively.
- Actively contribute to forward planning and development of CBA's services and activities.
- Accept a majority decision of the trustee group and work to implement that decision jointly.
- Work in a way that upholds CBA's commitment to equity and inclusion.
- Work in a way that upholds CBA's good name and reputation, and not bring the

¹ [The international code of marketing of breast-milk substitutes: frequently asked questions](#)

<https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2020/02/Health-Professionals-Guide-to-the-Code.pdf>

<https://www.unicef.org.uk/babyfriendly/baby-friendly-resources/international-code-marketing-breastmilk-substitutes-resources/guide-to-working-within-the-code/>

<https://www.lli.org/about/international-who-code/>

organisation into disrepute.

- Take responsibility for own learning relevant to the role, seeking information as needed and asking for direction from other Trustees.
- Respect the confidentiality of the Trustee group and its discussions.
- Resign if unable to continue in the role for any reason.

Person specification

- A commitment to CBA and our mission
- Willingness to learn
- A willingness and ability to devote the necessary time and effort (i.e. attending trustee meetings and participating in online discussion between meetings)
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind and listen to others
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A willingness to offer to take on work that needs doing, without waiting to be asked

NB: No payment will be made for those acting in a trustee position. However reasonable expenses will be reimbursed in line with CBA Expenses Policy.

Please see also Charity Commission guidance on the role of Trustee:
<https://www.gov.uk/guidance/charity-trustee-whats-involved>

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