



Barking & Dagenham Council for Voluntary Services (BDCVS) – Sept 2018

Role Description and Person Specification: Trustee

Remuneration The role of Trustee is not accompanied by any financial remuneration, although Expenses for travel may be claimed.

Location Flexible, meetings are held in the London borough of Barking & Dagenham (5-10minutes from Barking station, at the organisation's offices)

Time commitment: 4-6 Board meetings per year + task & finish groups/sub-committees. Approximately 4-8 hours per month. Currently meetings are during the day, there may be some flexibility around this

Reporting to Board of Trustees

Role Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the BDCVS fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Vision

To support and develop a vibrant, cohesive and dynamic not for profit sector that is a model of excellence and good practice and is ambitious for the communities and residents it serves.

Purpose

To be the umbrella body for the not for profit sector in the London borough of Barking & Dagenham. To provide leadership through providing information, training and strategic representation to the sector and partner agencies

Mission

To work in collaboration not for profit groups and to build networks and partnerships which amplify the voice of such groups in their dealings with public authorities and other influential stakeholders and offer opportunities for sustainable future for the sector.

BDCVS is specifically looking for those with experience, skills and expertise in the following areas:

- ✓ **Regeneration, urban planning**
- ✓ **Communication and design**
- ✓ **Voluntary Sector workforce development**
- ✓ **Local Government**
- ✓ **IT (Tech for Good)**
- ✓ **Corporate relations/working with business**
- ✓ **Financial Modelling for sustainable development/financial legacy development**



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The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive Officer and monitor his or her performance.

In addition with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.



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Trustee – BDCVS

Person specification

Individuals are sought who have a strong empathy with our mission to address public hostility towards immigration. Experience, skills, and expertise in financial management, intersectionality, and an interest in migration, combined with an in-depth understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

Application Process

Potential applicants are asked to provide an up-to -date CV and a short supporting statement (no more than one sheet of A4) outlining their interest in the role

For further information email the Chair, rita.chadha@bdcvs.org.uk