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**TRUSTEE APPLICATION**

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| Trustee Application |
| Last reviewed – April 2021 |
| Next review – April 2022 |
| Authorised: |

**TRUSTEE ROLE APPLICATION**

**Title:**

**Names:**

**This document includes:**

1. Trustee Role Specification (Role Description)
2. Trustee Application Questionnaire
3. **DIRECTOR / TRUSTEE ROLE DESCRIPTION**
4. **INTRODUCTION**

BLCF is governed by a Board of Directors, who are also the charity’s Trustees. The role of a Director/Trustee is unpaid. Directors/Trustees are bound by a range of legislation including charity and company law.

1. **ROLE PURPOSE**

The Directors/Trustees are responsible for managing the business, and safeguarding the assets, of the charity on behalf of the membership, and may exercise all of the charity’s powers in accordance with its governing document.

1. **PRINCIPAL DUTIES AND RESPONSIBILITIES**

In discharging the following, the Board acts as a group rather than as individuals, and Directors/Trustees are both jointly and individually liable for their decisions.

**The Board must:**

1. Ensure that BLCF complies with its governing documents and its legal, financial and other requirements (e.g. taxation, Charity law, Company law, auditing, employment law, Health and Safety equality legislation, data protection, Statement of Recommended Practice).
2. Act (individually and collectively) and make decisions only in the best interests of the charity and its beneficiaries (both present and future), in accordance with BLCF’s Guidance for Board members on Conflict of Interest.
3. Consider the main risks to which the Charity could be exposed (e.g. governance and management, reputational, operational, financial, environmental and external influences, compliance) and ensure that the effects of these are minimized.
4. Set the strategic direction for BLCF in liaison with all relevant stakeholders, balancing what is needed now with what will be needed in the future, and agree and monitor the 3-year business plan and funding strategy.
5. Manage BLCF’s resources responsibly and ensure that they are used effectively and only to carry out its charitable objects, through agreeing and monitoring the annual budget and quarterly performance reports, and preparing and publishing the Annual Report and accounts.
6. Provide support to the Management Team (via the Chairman) in order to ensure that the charity is run in accordance with the decisions of the Board and the charity’s governing document.
7. Review the governing documents every 3 years to ensure that it is up to date and that the trustees have the powers they need to achieve the charity’s objects and manage its resources.
8. Regularly review the composition of the Board in order to ensure that it includes the required skills and experience and represents (as far as practicable) the demographics of the communities that BLCF serves.
9. Consider carefully any professional assistance required for the Board to be able to make the most appropriate decisions affecting the charity.
10. Ensure that decision-making and governance are as transparent as possible (within the constraints of confidentiality), and communicated to staff, stakeholders and funders where relevant and in a unified manner.
11. Ensure that an appropriate range of policies is produced by BLCF.
12. Ensure that BLCF discharges its statutory reporting requirements within the required timescale, in particular:
	* + *Charity Commission: Accounts and Annual Returns*
		+ *Companies House: Accounts, Annual Returns, notice of change of directors or secretaries or in their particulars*

**In addition, individual Directors/trustees must:**

1. Use any specific skills, knowledge or experience they have to help the Board reach sound decisions.
2. Take opportunities (where available) to promote BLCF’s work externally and influence stakeholders in furtherance of its mission, including representing BLCF on any appropriate local or national bodies as mutually agreed.
3. Provide external intelligence of use to BLCF, for example from local communities or other groups.
4. Maintain the Register of Interests and declare any potential conflicts of interest in accordance with BLCF guidance.
5. Keep reasonably up to date with best practice in Charity governance, and inform the Chief Executive of any further guidance or training required in the role, with reference to the Person Specification (below):
	* + *Keep confidential any information of a confidential nature*
		+ *Maintain general standards of conduct required of Directors/Trustees by the Principles of Public Life*
6. **TIME COMMITMENT**

In order to discharge properly the above duties and responsibilities, Directors / Trustees must be prepared to commit a certain amount of time to carrying them out.

**Board meetings**

Board meetings are the most important commitment for Board members and represent the minimum time requirement. In addition to attendance, members should be prepared adequately for these meetings (e.g. by spending an appropriate amount of time reading papers). If a Director/Trustee is unable to attend more than three consecutive meetings without reasonable explanation, they may be asked to leave the Board.

There are four meetings per year; these take place from 5.00pm to 7.30 pm.. The dates for each financial year (April to March) are issued in advance. Papers for each meeting are distributed one week in advance.

**Annual General Meeting**

The Annual General Meeting can be held at any time but usually takes place in November or December

**Board Executive Committees**

There are three Board Executive Committees:

 1) Fund Development

 2) Finance

3) Governance

Members are strongly encouraged to join one of these committees which normally meet quarterly mid or late afternoon.

**Impact**

Impact is a half-day way think tank, trustees’ attendance is compulsory.

**Staff Shadowing**

Board members are encouraged to shadow a member of BLCF staff at least once and preferably more often.

**Other Opportunities**

BLCF takes a flexible approach to involving Board members in areas of its work. Examples of Board involvement include:

* + - *Chairing grantmaking panels*
		- *Chairing and/or sitting on external partnerships managed by BLCF*
		- *Being involved in staff/Board working groups*
		- *Representing BLCF externally*
		- *Volunteering for BLCF*
		- *Giving professional advice*
1. **PERSON SPECIFICATION**

**Each Director/Trustee is required to have:**

1. A good understanding of the aims and objects of the charity, and a commitment to achieving them.
2. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
3. Good, independent judgement.
4. Some awareness of issues that may affect the present and future growth of the charity, and its relevance to modern society.
5. A willingness to attend induction and practical workshops and any training deemed necessary and to meet the minimum time requirement.

**Directors/Trustees must not be disqualified from acting as a trustee under section 72 of the Charities Act 1993.**

**They must confirm they have not:**

* Received a prison sentence or suspended sentence of 3 months or more in the last 5 years
* Been subject to a bankruptcy restrictions order or interim order
* Been dismissed (except by redundancy) by any public body
* In certain circumstances, have had an earlier term of appointment terminated
* Been under a disqualification order under the Company Directors Disqualification Act 1986
* Been removed from trusteeship of a charity

All Trustees are required to complete a Declaration of Interest form, a Confidentiality Form and a Disqualification form on appointment.

1. **TRUSTEE APPLICATION QUESTIONS**

We wish to ensure that applications for a Trustee position with the Foundation are treated in the most objective, impartial and fair way. Therefore, at the initial stage, CV’s are not considered for recruitment purposes, rather we ask all candidates to complete the following questions. You will then be invited to meet our recruitment panel, made up of the chair, vice chair and one or two other trustees.

**Please answer the following 4 questions, staying within the 250-word limit for each answer.**

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| 1. What are the key qualities which a BLCF trustee needs and how can you demonstrate them, from your experience to date?
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| 1. What do you think are the three key issues which affect communities in Luton and Bedfordshire, which the Foundation should focus on addressing?
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| 1. If you were given £1million to distribute, what process would you use to decide where the money should be spent?
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| 1. Why do you want to join BLCF ?
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 **Signed: ……………………………………….**

 **Date: ……………………………………….**

Please return your completed application to viv@paulerochelle.co.uk

For further enquiries, please contact Viviane Vayssieres, BLCF Chair of the Trustees.

M: 07929355541

Thank you for your interest in the Bedfordshire and Luton Community Foundation. *The Board of Trustees*