

ulverston
community enterprises



ULVERSTON COMMUNITY ENTERPRISES

TRUSTEE/DIRECTOR PROSPECTUS

MAY 2018

Ulverston Community Enterprises

Role Description: Trustee/Director

The statutory duties of a Trustee/Director/director 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 Trustee/Directors' 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.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition, with other Trustee/Directors, 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/Director 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/Director will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person specification

The Board of Trustee/Directors is 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 Trustee/Directors should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustee/Directors in any particular aspect of the governance of the charity.

Experience

We are looking for people who have a strong empathy with our mission to promote and sustain the economic and cultural life of Ulverston, who also have experience, skills, and expertise in one or more of the following areas:

- Charity or social enterprise management
- Employment or commercial law
- Human resources management
- Financial management in a complex organisation
- Event promotion and/or marketing
- Administration of arts and/or cultural assets, e.g. arts centre, theatre
- IT
- Management of indoor or outdoor markets

We wish to attract people with an interest in creating a sustainable social enterprise for the benefit of the local community in and around Ulverston, combined with an in-depth understanding of our work and ambitions.

Trustee/Directors will have the following specific experience:

- 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 Trustee/Directorship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustee/Director and Business Development Manager.

Ulverston Community Enterprises

Trustee/Director Application Form

Personal details

Title:

First name(s):

Surname:

Address (for correspondence):

Postcode

Tel: Mobile:

Email:

Interest and motivation

1. Please explain why you would like to apply for the position of trustee/director of Ulverston Community Enterprises.

Relevant expertise

2. Please provide any further information, including relevant memberships, board level positions, qualifications held or other expertise which you feel may be relevant to this application. **Please attach a CV.**

References

3. Please supply us with the names and contact details of two referees that we may contact.

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Name:

Address:

Postcode:

Tel: (daytime)

Email:

DECLARATION

I declare that: (* please delete as appropriate):

- I am / am not* an undischarged bankrupt
- I have / have not* previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am /am not* under a disqualification order under the Company Directors' Disqualification Act 1986
- I have / have not* been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am / am not*, in the light of the above, disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed _____ Date _____

Thank you for completing this application form and for your interest in becoming a Trustee of Ulverston Community Enterprises.

This form should be marked 'Confidential' and returned to Mrs Judith Pickthall, Chair of Ulverston Community Enterprises, c/o Town Hall, Queen Street, Ulverston LA12 7AR

UCE is registered under the General Data Protection Act (GDPR) and your data will not be retained.

Ulverston Community Enterprises

Trustee Application Form

Please read the trustee role description and the person specification before completing this form.

Personal details

Title:	
First name(s):	
Surname:	
Address (for correspondence):	
Postcode	
Tel:	Mobile:
Email:	

Interest and motivation

1. Please explain why you would like to apply for the position of trustee of Ulverston Community Enterprises.

Ulverston Community Enterprises

Trustee Application Form

Please read the trustee role description and the person specification before completing this form.

Personal details

Title:

First name(s):

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Address (for correspondence):

Postcode

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Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of selection of trustees.