

Trustee/Director application information

A new Trustee/Director with accountancy qualifications and experience of not for profit organisations is being sought to join the current Board for an initial period of 3 years. Each Trustee/Director may serve an additional 3-year term, if re-elected.

The role will begin in January 2021 and successful applicants will be invited to an initial Board meeting which will confirm their appointment.

Full details of the person and role specification are included in this pack – please note the information regarding conflicts of interest and eligibility.

Application is by covering letter and a CV summarising relevant experience.

Applications should address the core criteria and desirable experience set out in the person and role specifications in the application pack.

Applications should be submitted by midday on 13 November 2020.

The Chief Executive will be available for informal discussions prior to application, this can be arranged by email to admin@bathrec.co.uk.

Application process

Applications should be emailed to admin@bathrec.co.uk.

All applications will be screened by a panel and a short list of applicants will be chosen and invited for interview. All applications will receive a response as to whether they have been invited to interview or not.

The interviews will include a short bank of generic questions about relevant experience and interest in the charity followed by a discussion.

The panel will then invite any suitable applicants, at a time to be arranged, to meet the full Board in an informal setting to give them an opportunity to get to know potential future co-Trustee/Directors.

There will be a formal induction process prior to taking up the position.

Key Dates

Application deadline: midday 13 November 2020.

Interviews: to be arranged by mutual convenience.

Trustee/Director role description

Bath Recreation Limited is seeking to appoint new trustee/directors to join our Board of trustee/directors. The trustee/director will be appointed for a period of three years. A further 3-year term may be served subject to re-election.

General responsibilities:

1. To be collectively responsible for the actions of the organisation and other trustee/directors.
2. To be appointed as a director of the charitable company with Companies House.
3. To ensure that the organisation complies with its governing document, charity law and any other relevant legislation or regulations.
4. To ensure that the organisation pursues its objects as defined in its governing document.
5. To ensure the organisation uses its resources exclusively in pursuance of its Objects.
6. To contribute actively to the Boards' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
7. To promote and safeguard the good name and values of the organisation.
8. To ensure the effective and efficient administration of the organisation (delivered through a staff team).
9. To ensure the financial stability of the organisation.
10. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

Other duties:

1. To declare any conflict of interests while carrying out the duties of a trustee/director.
2. Attend meetings and consider papers in advance of meetings.
3. Participate in other tasks as they arise, from time to time, such as forming temporary sub-committees to select professional service providers.
4. Keep informed about the activities of the organisation and the wider issues which affect its work.

Specific skills:

In addition to the above, each trustee/director should use their specific skills, knowledge or experience to help the Board reach sound decisions. This may involve; scrutinising Board papers, leading discussions, focusing on key issues and providing guidance on new initiatives or other issues in which the trustee/director has special expertise.

Time consideration:

1. The Board meet formally at least four times per year including a public meeting. Currently, formal meetings are held at the Bath Recreation Ground (or by virtual meeting platform) in the afternoon and last about one and a half hours.
2. Contact with staff and advisors by email and telephone will be necessary as will occasional meetings by convenient arrangement.
3. The total time commitment is expected to be in the region of 30-50 hours per year.

Other:

1. The position is not remunerated, however expenses incurred by trustee/directors on travel and subsistence or training are payable by the company.
2. Trustee/director indemnity insurance is provided by the company.

Trustee/director person specification

Bath Recreation Limited selection will be based on evidence of how applicants meet core criteria and the extent to which they can contribute desirable expertise.

DESIRABLE EXPERTISE:

We are seeking to add to the skills and experience provided by the existing trustee/directors, in particular a qualified accountant with experience of not for profit organisations.

Previous experience of being a trustee/director is preferred but not essential.

CORE CRITERIA:

Commitment

- 1 An interest in and enthusiasm for the provision and promotion of recreational and sporting opportunities.
- 2 An understanding of and commitment to the objects of Bath Recreation Limited (not just limited to Bath Recreation Ground).
- 3 A willingness and ability to devote the necessary time and effort to the role of trustee/director.

Attributes

- 4 An ability to think and apply knowledge strategically, in the long-term interests of the organisation.
- 5 An ability to think creatively and to explore options and possibilities.
- 6 An ability to analyse and evaluate management information and other evidence.
- 7 A willingness to listen and learn.

Communication and team working

- 8 An ability to communicate clearly and sensitively and to take an active part in discussions.
- 9 An ability to influence and engage.
- 10 An ability to work effectively in a group.
- 11 A willingness to express their own opinion in a reasoned way, while also listening to the views of others.
- 12 An ability to challenge constructively and ask questions appropriately.

Accountability

- 13 An ability to exercise sound and independent judgement.
- 14 A willingness to make and stand by collective decisions, including those which may be controversial.
- 15 An ability to manage difficult and challenging situations.
- 16 An ability to maintain confidentiality on confidential or sensitive information.

Eligibility

Trustee/directors must act solely in the best interests of the charity and must avoid acting if they may be affected by any personal conflicts of interest or loyalty; whether direct or through a connected person*. For this reason, representatives of local, connected organisations or special interest groups are unlikely to be suitable as co-opted trustee/directors.

Candidates will be asked to consider and declare any existing or potential conflicts of interest; whether direct or through a connected person.

Some people are disqualified by law from acting as trustees including, but not limited to;

- anyone who has an unspent conviction for an offence involving deception or dishonesty,
- anyone who is an undischarged bankrupt,
- anyone who has been removed from trusteeship of a charity by the courts or the Charity Commission for misconduct or mismanagement, and
- anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986.

Bath Recreation Limited may conduct necessary checks, including DBS, on prospective trustee/directors to ensure eligibility. All trustee/directors will be required to sign a declaration of interests and that they are not disqualified.

* Connected person: in broad terms this means family, relatives or business partners of a trustee, as well as businesses in which a trustee has an interest through ownership or influence. The term includes a trustee's spouse or unmarried or civil partner, children, siblings, grandchildren and grandparents, as well as businesses where a trustee or family member holds at least one-fifth of the shareholding or voting rights. If in doubt about whether a person or business is a connected person seek advice from a solicitor or other person qualified to advise on the matter.

Further information on becoming a trustee/director can be found at:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>