

**Role description for Trustee board members**

Voluntary Action Islington (VAI) is a membership organisation that champions and strengthens the voluntary sector and volunteering in Islington. We currently have over 500 members ranging from small groups to large organisations. We provide a range of capacity building support through advice surgeries, training and timed interventions. We coordinate Islington Community Network and provide a voice to the local sector, representing them where appropriate. VAI is also the accredited Volunteer Centre for Islington supporting volunteers and organisations through brokerage and capacity building.

**1. Who are the charity's trustees?**

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. For VAI the charity trustees are the board of directors of the trustee board.

The trustee board comprises up to 12 appointed trustees including the Chair and the Treasurer. There are currently four vacancies on the board.

**2. The role of the board of trustees**

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them for the charitable purposes as declared in the objects of VAI. The trustee board must always act in the best interests of VAI, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The trustee board must act as a group and not as individuals.

**3. Duties of a trustee board member**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

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| The duties of a trustee board member are to:* ensure that VAI complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
* ensure that VAI pursues its objects as defined in its governing document
* ensure VAI applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be
* contribute actively to the board of trustees' role in giving firm strategic direction to VAI, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
* safeguard the good name and values of VAI
* ensure the financial stability of VAI
* protect and manage the property of VAI and to ensure the proper investment of VAI's funds
* appoint and support the chief executive officer and monitor his/her performance.
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**4. Minimum time commitment**

Trustees are expected to attend an induction session at VAI prior to their first board meeting.

Trustees are expected to attend all board meetings. An additional meeting each year may allotted to strategic planning, held during normal office hours. This tends to be either a half day or full day event.

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| * Board meetings are held four times a year from 6.00pm- 8.00pm, and are at VAI’s offices.
* Papers are distributed one week in advance of meetings
* Trustees are invited to the annual general meeting (AGM) of VAI, which takes at 6.00pm on the first Wednesday in November, in London.
* Trustees can claim out of pocket expenses incurred in travelling to meetings
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**5. Person specification**

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| Each trustee must have:* a commitment to the mission of VAI
* a willingness to devote the necessary time and effort
* integrity
* strategic vision
* good, independent judgement
* an ability to think creatively
* a willingness to speak their mind
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* an ability to work effectively as a member of a team and to take decisions for the good of VAI
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| The board of trustees collectively needs skills and experience in:* financial management, income generation and enterprise
* public policy and public affairs
* national and local voluntary sector
* national and local government and statutory bodies
* digital strategy
* trading subsidiaries and social enterprise
* human resource management
* volunteering management and brokerage
* funding/foundations
* collaborative partnerships
* social investment and impact
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**Application for Trusteeship**

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| **Personal Details** |
| **Name:** |  |
| **Home address:** |  |
| **Daytime telephone number:** |  |
| **Email address:** |  |
| **Occupation:** |  |
| **Other voluntary positions currently held:** |
| **Are you or an organisation that you are associated with (as a trustee or employee) a member of Voluntary Action Islington?****If ‘Yes’ please provide details:** |
| **Please tell us where/how you heard about this position:**  |
| **Referees** |
| **Please give the details of two referees, who we can contact if you are offered a Trustee position:** |
| **Name:**  | **Name:**  |
| **Address:** | **Address:** |
| **Telephone:**  | **Telephone:** |
| **Email:** | **Email:**  |
| **Relationship to you:** | **Relationship to you:** |
| **Skills / Experience** |
| **Please use this space to tell us why are you are interested in this position and what you would bring to the role.** |
| **I hereby submit my application for trusteeship of Voluntary Action Islington and confirm that:*** **I am committed to achieving the aims and objectives of Voluntary Action Islington**
* **I understand the responsibilities and liabilities I would be taking on in becoming a trustee of Voluntary Action Islington and agree to devote the necessary time and effort to my trusteeship**
* **I am not disqualified from acting as a trustee under Section 72 of the Charities Act 1993**
* **If I am not already a member of Voluntary Action Islington either as an individual or through association with an organisation that is a member, I will become a member before being formally appointed to the position of Trustee.**

Signed: Date:  |

Please complete this application form and return it with a copy of your CV to: **guljabeen.rahman@vai.org.uk**