



CSO Board member

**Recruitment pack
JANUARY 2019**

1. Background

What Council of Somali Organisations is?

Council of Somali Organisations is a Charitable Company Limited by Guarantee. It is led by a Board, has a staff team made up of 4 people and a volunteer team.

The Council of Somali Organisations was launched in October 2010 as a second tier (or umbrella) agency, to provide infrastructure support to Somali led community Organisations, and to provide a platform to address issues affecting the Somali community in London and at a regional and national level.

Vision:

To achieve cohesive, integrated and successful Somali communities in United Kingdom.

Mission:

To provide a strong, collective and credible voice for the Somali communities across the UK.

To articulate the aspirations and interests of Somali communities.

Objectives:

Our core objectives are:

- To champion the aspirations and views of Somali Organisations and communities in the UK
- Through policy work and campaigns influence local and central government policies in order to improve the conditions of Somali communities.
- Through research provide a true picture of Somali communities living in the UK
- To provide high-quality organisational capacity building and technical support that will improve service delivery of our members
- To build and support collaboration between Somali and non-Somali Organisations and local authorities and statutory bodies

2. The Charity's Board

The Charities Act 1993 defines charity Board members as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology

(trustees/directors) used to describe the role. For Council of Somali Organisations, the board comprises:

- the chair,
- the treasurer,
- up to eight further appointed Board members.

The Board may choose to appoint a vice chair from among its members.

At its simplest, the role of the Board is to receive assets from funders, safeguard them and apply them to the charitable purposes of Council of Somali Organisations. The Board must always act in the best interests of Council of Somali Organisations, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board must act as a group, not as individuals and takes decisions collectively.

3. Duties of a board member

The duties of a board member are to:

- Ensure that Council of Somali Organisations complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations,
- Keep up-to-date with the Charity Commission's Regulatory Framework,
- Contribute actively to the Board by giving firm strategic direction to Council of Somali Organisations, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Ensure the financial stability of Council of Somali Organisations ,
- Ensure the Organisations accounts are a true and fair representation of the Organisations finances,
- Ensure Council of Somali Organisations applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be,
- Make decisions for the benefit of the organisation, exercising independent judgement and declaring any interests, exercising reasonable skill, care and diligence in carrying out activities,
- Safeguard the good name and values of Council of Somali Organisations,
- Adhere to Council of Somali Organisations 's Code of Conduct.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

4. The commitment

Hours: Six evening meetings a year. Board members are expected to attend all board meetings. Meetings last approximately two hours and are usually at Council of Somali Organisations 's offices in London. Papers are distributed one week in advance of meetings and Board members commit to read these in advance. Missing three meetings in a 12 month period may result in Directors/trustees being asked to step down.

Additionally, Board members are expected to attend an away day and AGM and may be invited to additional activities and meetings representing Council of Somali Organisations. Board members are expected to attend an induction session at Council of Somali Organisations prior to their first board meeting.

Furthermore Board members are required to attend 6 Upskilling Training Workshops (this is part of Lloyds Bank Foundation funding this year).

Location: Meetings & Training are held at our office 200A Pentonville Road, London, N1 9JP. All other activities take place as otherwise specified.

Salary: This is an unpaid role

Expenses: Those expenses incurred while travelling to meetings will be covered by Council of Somali Organisations upon presentation of receipts and completion of an expenses claim form.

5. Person specification

You must be at least 18 years old to be a Board member. You must be properly appointed following the procedures and any restrictions in our governing document.

You must not act as a Board member if you are disqualified, unless authorised to do so by a waiver from the Charity Commission. Until 31 July 2018, the reasons for disqualification include:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt, or entering into a formal arrangement (for example an individual voluntary arrangement) with a creditor
- removal as a company director or charity trustee because of wrongdoing

Board members are expected to have:

- a commitment to the mission of Council of Somali Organisations
- a willingness to meet the minimum time requirement

- integrity good, independent judgement.

an ability to think creatively

- a willingness to speak up
- an ability to work effectively as a member of a team and to take decisions for the good of Council of Somali Organisations .

We are looking for experience of the following:

- Expertise around social media, branding, marketing and communications
- Finance/accountant- Treasurer
- Participation and membership
- Research
- Legal - employment and HR

Council of Somali Organisations is committed to equality and diversity and welcomes applications from all backgrounds.

Main duties

- a) Governance
Ensure compliance with Memorandum & Articles of Association, charity and company law and other relevant legislation and best practice.
Monitor protection and management of charity property and proper investment of funds.
Approve budgets and annual accounts and monitor the financial position of the organisation.
- b) Formulating strategic aims
Consider the best interests of the organisation as a whole and its beneficiaries, whether as a member of the Board of Trustees or any of its committees, sub-committees or other ad hoc groups.
Reflect the organisation's vision and principles, strategy and major policies at all times.
Contribute specific skills, interests and contacts.
- c) Employer responsibilities
Act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of all staff.
- e) Ensuring best practice
Be an active member of the trustee body in exercising its responsibilities and functions.

Attend meetings of the trustees and any committees, sub-committees or groups.

Take part in training sessions provided for the benefit of the trustees.

Fulfill such other duties and assignments as may be required from time to time by the trustee body.

Role description (Legal Specialist)

CSO is looking for someone with legal expertise who can:

- a) Support the organisation to assess areas of legal risk.
- b) Work with the organisation and its staff to develop risk management strategies in relation to legal compliance.
- c) To provide training to other Board of Trustee members in relevant areas.
- d) To review and provide guidance on contracts and service agreements.
- e) To review and set organisational policies in relevant areas.

Person specification for Trustees

This person specification sets out the qualities, skills and experience sought of trustees of CSO. All trustees need integrity and commitment. In terms of specific skills, it is acknowledged that each trustee will bring different strengths and expertise to the Board.

The Legal Specialist is expected to have the following supplementary experience and skills:

- In possession of a relevant legal qualification
- Experience of providing legal support and advice (to a charity would be desirable but not essential)
- Ability to develop and review policy documents
- Ability to develop and review contractual documents

Role description (Treasurer)

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).

- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

Qualities & Experience

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly