



YOUNG BARNET

FOUNDATION

Trustee Recruitment Pack

www.youngbarnetfoundation.org.uk

Charity No. 1164713

Version. 3

Thank you for showing an interest in applying to be a trustee at Young Barnet Foundation.

Young Barnet Foundation was set up to help bring local solutions to local issues. It is a London Borough of Barnet specific membership organisation.

We work strategically to bring charities and organisations together to support and build capacity in the Children and Young People's voluntary sector across London Borough of Barnet. Our vision is for young people to grow up healthy, safe and happy with the best opportunities to secure brighter futures

We represent a diverse membership of over 160 charities and youth organisations with a local footprint across the borough. Acting as sector lead in Barnet, we support our members with information & sharing best practice, advice, offer networking opportunities, training, assistance with fundraising and developing partnerships.

We work with Local Authority and Strategic partners to encourage sharing of intelligence, ideas and resource to get the best outcome for Children and Young People within London Borough of Barnet. There are 3 core strands to our work. We:

INVEST Investing money, knowledge, time, in Barnet's Future

CONNECT people, organisations and communities

GROW capacity, funding, opportunities, activities and services (Sector development)

Young Barnet Foundation are actively seeking individuals with the following skills.

Treasurer

Human Resources

Charity Sector Knowledge

Marketing &/or Communications

If you feel you have something great to offer, then make sure to apply.

Contact Us

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Charity Reg: 1164713

Role Description

Position: General Trustee

In addition to any special areas of expertise they may be able to contribute, the duties of a trustee are:

- to ensure that the organisation complies with its governing document, charitable law and any other relevant legislation or regulations
- to ensure that the organisation pursues its objectives as defined in its governing document and applies its resources exclusively in pursuance of its objectives
- to contribute actively to the board of trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation and to represent the organisation at functions and meetings as appropriate
- to be collectively responsible for the actions of the organisation and other trustees, whilst ensuring the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to ensure the financial stability of the organisation. Protecting and managing the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees and monitor their performance (as applicable)
- to declare any conflict of interest while carrying out the duties of a trustee
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience that they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- to attend meetings, sub-committee meetings, and to read papers in advance of meetings
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising etc.
- to keep informed about the activities of the organisation and wider issues which affect its work.





Diversity & Inclusion

The wonderful organisations and the young people that we serve come from a diverse range of backgrounds - they speak dozens of different languages, have a wide range of ethnic backgrounds and experience a broad range of different traditions, religious and cultural influences. We want our organisation to offer the best possible support to the children and young people's voluntary and community sector. We believe that in order to do that we need to be proactive about:

- Offering all young people, a diverse range of role models.
- Ensuring that our decision-making processes are informed by a range of different perspectives.
- Ensuring that our organisation reflects the community it serves.

We are therefore particularly keen to encourage applicants to our trustee board who come from black and minority ethnic communities, who are currently underrepresented on our board.

Our approach in general:

We are keen to harness different perspectives, experiences, and talents in order to best serve the culturally rich and diverse community of Barnet. We consider diversity to embody all the differences – life experiences, work experiences, perspectives, cultures, ethnicity, gender, age, disability, religion, class, sexual orientation and other aspects of life – that make us unique individuals. We therefore welcome and encourage applications from people of all backgrounds. We are committed to ensuring that all trustees applicants are treated fairly and with respect, irrespective of their actual or assumed background including gender, sexual orientation, marital status, age, race (including colour, nationality and ethnic origin), religion/belief or disability.

Recruitment Process

If you are interested in joining the board, you are invited to an informal meeting with the Chief Executive of the Charity and/or the Chair of Trustees to discuss the role. You are encouraged to use this opportunity to ask any questions and fully understand the organisation and the trustee role. You will then be invited to observe a board meeting so that you can get to know the organisation and meet the other board members, before an interview conducted by 1-2 trustees and the Chief Executive.

Term and Time Commitment

- The term of a member of the board is three years, after which board members may be re-elected for a maximum period of 6 years. There will be a six-month trustee probation period.
- The Board meets at least 6 times a year, with additional operational meetings, sub groups as necessary.
- Trustees are expected to plan to attend all meetings. Meetings are usually held in the evening.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- Trustees are expected to make a regular commitment to additional meetings / events as needed.
- The time commitment for a trustee is expected to be up to a day a month (8 hours).