

13<sup>th</sup> November 2018

Dear Member,

**RE: NOMINATIONS FOR BOARD OF TRUSTEES VACANCIES**

CVS Brent is the Council for Voluntary Service body for charitable organisations that operate in the London Borough of Brent. Our aim is to develop and deliver high-quality, impact-focused support services to members and stakeholders, using a range of methods, such as face-to-face support and training.

The continued success of CVS Brent will be dependent on a high quality, skilled and committed Board of Trustees.

We need people with experience/skills in the following areas:

- Income generation – expertise of major donors, high net worth individuals, corporate and unrestricted funding.
- Policy focus – expertise at director/high level, for example Public Health England.
- Corporate/Business – experience at director level.
- Legal – expertise in charity and company law, Human Resources, etc.
- Governance – senior level experience and expertise in charity governance.

Currently, there are 4 trustee vacancies and we are now recruiting new trustees to support the ongoing development of CVS Brent, who will be responsible for maintaining the interests of CVS Brent and its beneficiaries. We aim to recruit trustees from the voluntary and community sector who can commit 4-8 hours each month with the above expertise and experience. Commitment will include participation at the Board of Trustees meetings 4 per year and annual general meetings.

Please see below for role description and code of conduct.

CVS Brent Trustees will work closely with the Chief Executive and other CVS Staff to meet the strategic aims of the organisations.

If you would like to apply for the role of a Trustee, please email your completed application to Anju Bhatt (CEO) – [a.bhatt@cvsbrent.org.uk](mailto:a.bhatt@cvsbrent.org.uk)

**The closing date for applications is 5 pm on Wednesday, 28<sup>th</sup> November 2018.**

If you have any queries, please do not hesitate to contact Anju Bhatt on the contact details above.

Best wishes.

A handwritten signature in black ink, appearing to be 'Anju Bhatt', with a stylized flourish at the end.

Anju Bhatt

## **ROLE DESCRIPTION**

The duties of a Trustee are:

- To ensure that CVS Brent complies with its constitution, charity law, company law, policies and any other relevant legislation or regulations.
- To ensure CVS Brent pursues its objects as defined in the constitution.
- To contribute actively to the board of trustees role in giving firm strategic direction to the organisation.
- To safeguard the reputation and values of CVS Brent
- To ensure the financial stability of the organisation.
- To ensure that when monies are obtained from funders all commitments and outputs are fulfilled.
- To protect and manage the property of CVS Brent.
- In addition to the above, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

The role of the Treasurer is the same as above, although he/she will also be trusted with additional responsibilities concerning the organisation's finances.

## **TRUSTEE PERSON SPECIFICATION**

- A commitment to the aims and objectives of CVS Brent
- A willingness to devote the necessary time and effort (4 - 8 hours per month)
- Strategic vision
- Independent judgement
- An ability to think creatively
- A willingness to speak their mind, within a constructive context
- An understanding (or willingness to understand) and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team
- To have an overview or interest of issues effecting the voluntary and community sector

## **CODE OF CONDUCT**

### **Selflessness**

Trustees of CVS Brent have a duty to act in the best interest of CVS Brent as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they represent.

### **Openness**

CVS Brent trustees should ensure that confidential material is handled in accordance with due care. CVS Brent Trustees should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

**Integrity**

Trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.

Trustees should avoid any appearance of improper behaviour, should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

**Honesty**

Trustees have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflict with their trustee duties, he/she must resolve this conflict in favour of the trustee role

**Objectivity**

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, trustees should ensure that decisions are made solely on merit.

**Leadership**

Trustees should promote and support the principles of leadership by example.

Trustees must respect the role of the Chief Officer. There will be circumstances under which trustees will be working directly with CVS Brent staff. Guidelines for such working relationships must be clear to both staff and trustees and when these occasions arise, the Chair should be informed in advance.

**Accountability**

Trustees have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in CVS Brent. Trustees are accountable for their decisions and actions to the public, funders and membership. They must be open to what scrutiny is appropriate to their role.

**Respect and Equality**

Trustees should respect the opinions of others and maintain a sense of professionalism at all times. CVS Brent Trustees should also be committed to equality and diversity, and recognise the protected characteristics included in the Equality Act 2010.