



Dear Sir / Madam

Thank you for showing your interest in being a trustee. Please find enclosed our trustee role description.

To apply, please send the following information to Joe Gravett, Booth Centre Chair:

- A cover letter (of no more than one side of A4), telling us why you think you're the right person to join the board
- Your contact details, including a phone number and email address
- An up-to-date CV if you have one
- A statement to confirm that you are eligible to be a trustee

You can email this to joseph.gravett@gmail.com (please use the subject line "Trustee application") or post to Joe Gravett, Booth Centre, Edward Holt House, Pimblett Street, Manchester M3 1FU.

The closing date for applications is 17th November 2019. Interviews will take place during December and early January, with a view to new trustees being formally elected at our trustee board meeting on Tuesday 18th February 2020.

If you have any questions or for more information about the trustee role, please contact Joe Gravett by email at joseph.gravett@gmail.com

Yours sincerely

Joe Gravett
Booth Centre Chair

The Booth Centre
Edward Holt House
Pimblett Street
Manchester M3 1FU
Registered Charity No. 1062674



0161 835 2499
info@boothcentre.org.uk
boothcentre.org.uk

Trustee Role Description

Background

The Booth Centre is an advice and activities Centre for people who have experienced homelessness in Manchester. It supports some of the most disadvantaged and vulnerable people in the community to transform their lives. The Booth Centre is a registered charity (no. 1062674) and has been operating since 1995.

We are based at Edward Holt House, Pimblett Street, Manchester, M3 1FU. We are a 10 minute walk from Victoria railway station and can be easily accessed by public transport. There are car parks and on-street parking nearby.

Telephone 0161 835 2499

Website www.boothcentre.org.uk

Who are the charity's trustees?

The Charities Act 2011 defines charity trustees as those having the general control and management of the administration of a charity.

For the Booth Centre the charity trustees are the known as the Trustee Board which comprises up to 12 trustees:

- At least 11 co-opted trustees
- A Canon from Manchester Cathedral

The Trustee Board appoints a Chair and a Treasurer from among the trustees.

The trustee role is unpaid. Expenses incurred while travelling to meetings will be paid.

The role of the board of trustees

At its simplest, the role of the trustee board is to receive assets from donors (for example money, property or equipment), safeguard them and apply them to the charitable purposes of the Booth Centre. The trustee board must always act in the best interests of the Booth Centre, 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 trustee board must act as a group and not as individuals.

The duties of a trustee

The duties of a trustee, as set out by the Charity Commission, are to:

1. Ensure the Booth Centre is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the Booth Centre is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the Booth Centre's purposes as set out in its governing document (the Constitution)
- plan what the Booth Centre will do, and what you want it to achieve
- be able to explain how all of the Booth Centre's activities are intended to further or support its purposes
- understand how the Booth Centre benefits the public by carrying out its purposes

2. Comply with the Booth Centre's governing document and the law

You and your co-trustees must:

- make sure that the Booth Centre complies with its governing document
- comply with charity law requirements and other laws that apply to the Booth Centre

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

3. Act in the Booth Centre's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the Booth Centre to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to the Booth Centre conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the Booth Centre unless it's properly authorised and is clearly in the Booth Centre's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage the Booth Centre resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the Booth Centre's assets are only used to support or carry out its purposes
- not take inappropriate risks with the Booth Centre's assets or reputation
- not over-commit the Booth Centre

- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the Booth Centre vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure the Booth Centre is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that the Booth Centre is complying with the law, well run and effective
- ensure accountability within the Booth Centre, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers
- appoint the chief executive officer and monitor his/her performance

Other duties

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:

- Scrutinising board papers
- Leading discussions
- Identifying and focusing on key issues
- Providing advice and guidance on new initiatives
- Evaluating or offering advice in areas in which the trustee has particular expertise

Minimum time commitment

Induction:

All new trustees undergo an induction process to familiarise themselves with the work of the Booth Centre and its Trustee Board which will include meeting the Chief Executive, observing the work of the Centre, reading relevant policies and meeting records.

Meetings:

Trustees are expected to attend:

- All Board meetings, which are held four times a year, usually on Tuesdays, from 5pm to 7pm. One of the Board meetings also includes the Booth Centre annual

general meeting.

- A half day strategy and governance session, usually held during normal office hours.
- The Board has sub-groups for finance, human resources, strategy and fundraising, which all meet as required, approximately 2 to 4 times per year for two hours during normal office hours. Trustees are expected to join one sub-group.

Papers are distributed one week in advance of meetings. Board members are expected to have read papers and noted any questions they wish to ask before the meetings.

Additional requirements:

- The Booth Centre hosts a number of events during the year to showcase its work, to raise awareness of homelessness issues and for fundraising. Trustees are expected to attend at least one event per year.
- Trustees are expected to maintain familiarity with the day to day work of the Centre by attending one half-day session per year during the day.
- Trustees may attend additional development sessions to enhance their skills as a Trustee, as agreed with the Chair.
- Trustees undergo annual appraisals with the Chair.
- When necessary, trustees may use their expertise to support the Chief Executive, which might involve occasional meetings.

Trustee Person specification

Each trustee must have:

- a commitment to the mission of the Booth Centre
- a willingness to meet the minimum time requirement
- 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 the organisation

Board Skills

The Trustees Board collectively needs skills and experience in the following areas:

- 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
- administration
- business acumen
- governance
- legislation in relation to the organisation's work
- legislation in relation to being a charity
- risk management
- role and responsibilities of the board
- strategic planning

Good Governance

In aiming for best practice, The Booth Centre Trustee Board uses the national publication: Good Governance: A Code for the Voluntary and Community Sector, which can be found online at <http://www.governancecode.org/> or a copy can be requested from the Booth Centre.

Eligibility to be a trustee

To become a trustee of the Booth Centre you must meet certain criteria. For example you must be at least 18 years old, and cannot act as a trustee if you are disqualified under the Charities Act.

Full details can be found on the *Declaration of Eligibility and Responsibility* form which you will be required to sign if your application is successful. This can be found at <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

All trustees of the Booth Centre Board are required to be DBS (Disclosure and Barring Service) checked as the Centre works with vulnerable people. The Centre will carry out this check prior to a new trustee taking up the role.