

Thank you for your interest in becoming a Trustee at York CVS.

What is York CVS?

York CVS is a social action organisation. We take steps to make positive change, challenge issues and grow new ideas which strengthen communities. Since 1939, York CVS has supported thousands of local charities, voluntary organisations and social enterprises to do just this. We help them to focus on what they do best – making a difference for communities.

What do we do?

As a leading infrastructure organisation, we support and develop the local voluntary, community and social enterprise sector in York. Our work falls into three main areas – advocacy and speaking up for the sector, creating and growing social action projects and the provision of support and information services to enable our local organisations to survive, and thrive.

We are unusual because...

We are based in a converted Victorian school in central York, we also run a children's nursery, provide office accommodation for 19 local organisations and offer conference and meeting rooms for hire. The Priory Street Centre is valued and well used by the communities and people of York, and beyond.

Our annual turnover is around £1 million. We are a company limited by guarantee and a registered charity.

Recently...

As with many organisations, York CVS struggled a few years ago to adapt to a tighter financial climate, increasing demands and a harsh political environment. However, over the last three years we have made strong and steady progress, rebuilding external relationships and taking careful stock

of all our assets and resources. We are now well aware of our strengths, vulnerabilities and considerable potential. We are realistically optimistic. Once again we are the go to place for more or less anything involving the VCSE in York: responsible, responsive and creative.

Over the last three years, we have:

- Increased our conference income by 9% during 2017/8.
- Created and developed new social action projects on social prescribing, dementia and mental health as well as volunteering in York's open spaces and parks.
- Supported the sector on governance, the arrival of GDPR and commissioning, whilst facilitating the development of robust connections between all the agencies in York involved in different aspects of community life.
- Refreshed the sector as a force to be reckoned with in York.

Our priorities

At the Board meeting in March 2018, the Trustees recognised that our unrestricted income will reach its potential during the next 3/5 years, at least. At the same time, costs are likely to rise and demand increase. This has led us to three priorities for the immediate future:

- The creation of a robust, flexible strategy to serve the sector, one which is business like, allowing for opportunities to be seized and tough, appropriate decisions to be made.
- The design and delivery of a programme of internal upgrading and development, involving both staff and systems.
- The maintenance of the excellent relations recently built with partners and stakeholders.

In November 2018 Alison Semmence joined us as Chief Executive. Having previously run a CVS in the south of England for several years, she is used to tackling organisational idiosyncrasies as well as financial complexity. She is familiar with the challenges of problem solving and seizing opportunities with very limited resources. Above all, she knows and understands the sector and its environment.

An opportunity

York CVS is now at a fascinating stage of development. Most of the fundamentals are now sound or well on the way to becoming so. But we are without a strategy for the coming years, since we have focussed on making a future possible. This is the major task for the new Board which will be working together later this year.

Download our [Articles of Association](#) and [YCVS Annual Report & Accounts 2017-18](#)

Please see further information below on:

- Information for New Trustees
- Roles and Responsibilities of Trustees
- Roles and Responsibilities of Honorary Officers: Chair and Vice Chair

What you need to consider now

Does the role of Trustee appeal? Are you passionate about the VCSE here in York and willing to help us create key building blocks for its healthy survival and development – a realistic, ambitious and effective strategy which is delivered as well as it possibly can be?

If so, please apply by sending us your completed application form and CV, explaining why you would be our ideal candidate. If you would still like to know more, then please get in touch with Alison Semmence at alison.semmence@yorkcvs.org.uk T: 01904 621133

We look forward to hearing from you.

Jane

Jane Hustwit
Chair, York CVS

@YorkCVS www.yorkcvs.org.uk /YorkCVS

Closing date: Friday 31 May 2019



INFORMATION FOR NEW TRUSTEES

York CVS

York CVS is a social action organisation taking steps to make positive change, challenge issues and grow new ideas for the future to strengthen communities. Consequently we are keen to develop strategic and operational collaborations across the city, with colleagues from all sectors.

We have a simple framework for our work:

- support the sector to survive and thrive;
- represent the sector and provide a voice;
- sustain our organisational strength;
- deliver services with a social impact.

We are a company limited by guarantee and a registered charity.

Trustees

Our Trustees play an essential governance role determining the focus and strategic direction and checking that the strategic aims are achieved.

The Board of Trustees consists of between five and 12 elected members who serve for a three year term, as well as up to five co-opted Trustees who serve for a one year term. No Trustee can serve for more than six years.

Board meetings are held quarterly. Trustees may also wish to join our Business Sub Committee, which reports to the Board and also meets quarterly.

Meetings take place at the CVS at the Priory Street Centre and are usually held on Wednesdays from 5.30 – 7.30pm.

Dates of Board and Business Sub Committee

Weds 19 June 2019	Board
Weds 7 August 2019	Business Sub Committee
Weds 18 September 2019	Board
Weds 9 October 2019	AGM
Weds 6 November 2019	Board
Weds 13 November 2019	Business Sub Committee
Weds 11 December 2019	Board
Weds 5 February 2020	Business Sub Committee
Weds 11 March 2020	Board

Trustees are invited to attend our AGM and we also aim to have one early evening Trustees' development session at some point during the year. In addition most Trustees work with individual CVS staff, connecting them with people and issues, providing advice and guidance, chairing or facilitating working sessions.

Current Trustees are:

- Jane Hustwit, Chair – Communications consultant / volunteer*
- Paul Tyack, Vice Chair – University of York
- Richard Weston, Treasurer – York MIND
- Kathryn Dunn – York Ebor Scouts
- Jonah Hebron – York OCAY
- Matt Hick – National Railway Museum*
- Sally Hutchinson – Age UK York*
- Tom Waring – St Nick's
- George Wood – York Older People's Assembly*

*Leaving the Board at the 2019 AGM, primarily after six years' service.

Responsibilities

The general responsibilities of a Trustee are to:

- contribute actively to the Board of Trustees by giving firm strategic direction to the CVS – setting overall direction, defining goals, setting targets and evaluating performance against agreed targets;

- ensure compliance with the governing document (the Articles of Association), with charity law, company law and any other relevant legislation or regulations;
- ensure resources are applied exclusively in pursuing organisational objectives;
- ensure the financial stability of the CVS and the proper investment of the organisation's funds;
- promote and develop the CVS to grow and maintain its relevance;
- represent York CVS and act as an advocate for the organisation;
- safeguard the good name and values of York CVS;
- be collectively responsible for the actions of the organisation and other Trustees;
- support and advise the Chief Executive;
- declare any conflict of interest.

Trustees should use specific skills, knowledge and experience to help the Board of Trustees 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.

Skills and experience

Each Trustee ideally will have:

- a commitment to York CVS;
- a willingness to commit time for the role;
- experience of working at a senior level;
- a passion for business development, as well as the sector, combined with digital knowledge;
- strategic vision as well as the ability to think creatively;
- good, independent judgement;
- a willingness to speak their mind and ask hard questions, with care;
- 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 benefit of the CVS.

We would particularly welcome interest from younger people. Ideally they would be concerned with young people and children, the arts and culture, housing and poverty, enterprise or education or the needs of particular groups. Those with particular professional experience, especially legal or HR, would be welcome.



Roles and Responsibilities of Trustees

The overall role of the board is to ensure the success of the organisation by collectively directing its affairs, meeting the legitimate interests of its members, beneficiaries, funders and other stakeholders.

Legal Responsibility and Liability

- York CVS is both a Company Limited by Guarantee and a Registered Charity. Board members are both charity trustees and company directors (hereafter referred to as trustees for simplicity). They must comply with both company law and charity law and all relevant statutory regulations.
- The Board is responsible for safeguarding at York CVS nursery.
- York CVS must also comply with other relevant legislation and regulation including but not limited to those concerning Health and Safety at Work, Employment, Equalities, Financial Management and Accounting.
- Trustee indemnity is outlined in the Articles and York CVS insurance policies.
- Being accountable to the organisation's membership, mainly through the annual general meeting (AGM) of members. At the AGM, the Board present the Trustees Annual Report and Accounts for approval by members; auditors are appointed to ensure independent scrutiny of our work; new trustees are elected and members may propose resolutions, which if passed must be implemented by the Board.
- Within the terms outlined in the Articles, the Board determines the criteria for membership of York CVS, the application process and admission of new members.
- The Board governs the organisation for the benefit of the public as laid out in its governing document; the Articles of Association. In particular through the application of the Powers in pursuit of the Objects, both outlined in the Articles. The Articles take precedence over any other internal policies, procedures or guidelines should there be any conflict.

- Compliance with legislation is usually achieved through the adoption of internal policies, agreed by the Board and their application through agreed procedures and in many cases further guidance and good practice.
- Individual legal liability is financially limited to 25 pence. This does not apply if trustees are deemed to have broken the law or acted negligently.

Strategy and Policy

- Based upon the Objects set out in the Articles, the Board sets the vision, values, mission and long term strategy of the organisation. This should include setting out the aims of the organisation and a plan for how resources will be used to achieve the aims.
- Using the long term strategy, the Board should agree programmes of work and associated budgets over agreed timescales.
- This will require the development and reviewing of policies to enable delivery of the work programmes.
- Strategic plans should be informed by the current policy and operating environment, at national, regional and local level; of which trustees should be aware.

Monitoring and Scrutiny

- The Board should monitor the implementation of agreed plans, programmes of work and policies to ensure they are complying with the law and meeting the intended outcomes for members, beneficiaries, funders and other relevant stakeholders.
- This should include becoming knowledgeable and aware of the workings of York CVS, to make informed judgements about effectiveness, quality and outcomes.
- In particular the Board should monitor and scrutinise the financial operation of the organisation, assuring itself that we achieve value for money, comply with contracts and meet all accounting and legal requirements.
- Monitoring and scrutinising the performance of the Chief Executive is the direct responsibility of the Board.
- The Board should be aware of the delivery of services through employees, volunteers and other personnel, but operational

management of staff is fully delegated to the Chief Executive and thereby other managers. Scrutiny of staff performance and services should therefore be through the appropriate and agreed means including regular reporting to the Board by the Chief Executive.

- The Board should maintain a risk register.
- The Board should establish a register of policies and a schedule for their renewal and reconfirmation.

Arbitration

- The Board must, if required, act as final arbiter in matters concerning internal and external complaints, grievances or similar adjudications.

Board Delegation

- As outlined in the Articles, the Board may agree to delegate specific powers and areas of responsibility to Sub-committees and Honorary Officers. The Board should ensure they clearly outline and review these delegated powers periodically and ensure it is fully satisfied with the exercise of such powers, through regular reporting or other appropriate means.
- This will include receiving minutes of sub-committees, being mindful not to unnecessarily duplicate the activity, discussion or decision making of that sub-committee whilst ensuring appropriate scrutiny.
- Where appropriate sub-committees will make recommendations for the Board to consider and make decisions upon.

Board Development

- The whole Board is responsible for ensuring its own appropriate development and renewal, in particular to ensure adherence to best practice and to assess the value it adds to the strategy of the organisation.

Individual Responsibilities

- All trustees share their legal responsibilities and duties as outlined above equally.
- All trustees are required to show an original enhanced Disclosure and Barring Service (DBS) check, the number and date of which will be recorded.

- They should make an active contribution to the Board undertaking the roles outlined above, including where appropriate being part of a sub-committee, attending Board training and other major York CVS events.
- They should, where appropriate and in general, act as a positive ambassador of York CVS and must not act in a way that brings the organisation into disrepute. They must not act as a representative of York CVS in a specific capacity or make statements to the media concerning York CVS unless agreed with the Board.
- They should act within the spirit of the values of York CVS and comply with the Trustee code of conduct.
- They should comply with the following seven principles of public life (also known as the Nolan principles):

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Approved at 12 December 2018 Board



Roles and Responsibilities of Honorary Officers

Chair and Vice Chair

These roles are voluntary positions and are not remunerated. Reasonable expenses will be reimbursed, in accordance with York CVS expenses policy.

Main Purpose of the Role

The Board of Trustees takes collective responsibility for the leadership of York CVS, a charity and company limited by guarantee. The role of the Chair is to lead the Board of Trustees, ensuring that it fulfils its responsibilities for the governance of the charity, and also to work in conjunction with the Chief Executive, helping him/her to achieve the aims of the charity and optimise the relationship between the Board of Trustees and the staff/volunteers.

The Chair will be committed to the values of York CVS and the voluntary, community and social enterprise (VCSE) sector. The Chair will have an understanding of the complex landscape in which the VCSE sector operates.

They will have a good overview of York CVS and its work and be able to help steer York CVS into a continuing and strengthening realisation of its vision, values and mission.

To comply with safeguarding requirements all trustees are required to show an original enhanced Disclosure and Barring Service (DBS) check, the number and date of which will be recorded.

Main Responsibilities of the Chair

1. To chair meetings of the Board and General Meetings.
2. To ensure that the business of meetings is conducted effectively and efficiently, and that Board members are enabled and encouraged to participate fully in discussions.

3. To ensure the appropriate recruitment, induction and support of trustees, to enable the Board to be sustainable and effective.
4. In conjunction with the Chief Executive and Company Secretary to ensure that the policies and procedures of York CVS are adhered to by all Board members and staff and that the organisation's legal duties are complied with.
5. To represent York CVS and act as an advocate for the organisation.
6. To support and advise the Chief Executive and to conduct the appraisal of the Chief Executive on an annual basis.
7. To exercise delegated authority as approved by the Board between meetings, to ensure that urgent matters are dealt with promptly.
8. To oversee the production of the Trustees Annual Report with the Chief Executive.

Main Responsibilities of the Vice Chair

1. To chair the meetings of the Board and General meetings in the Chair's absence and to undertake all such duties of the Chair accordingly.
2. To deputise for and support the Chair as agreed with the Board of Trustees and the Chair. This currently includes chairing of the Business Sub-committee.

Qualities

1. Commitment to the values of York CVS.
2. Professional, enthusiastic, dependable, conscientious.
3. Ability to work effectively as part of a team.
4. An understanding of and commitment to the role of volunteers within the organisation.
5. Leadership and people management skills, with an ability to guide through facilitative and supportive methods.
6. Ability to encourage the expression of ideas and discussions.

Desirable experience and knowledge

1. Knowledge of the challenges and opportunities facing the VCSE sector.
2. Knowledge of the local and regional political and policy landscape relevant to the VCSE sector.
3. Experience at Board level or as a Trustee.
4. Working or volunteering in the VCSE sector.
5. Successfully chairing meetings/committees.
6. Managing change and implementing new ways of working.
7. Experience of monitoring and evaluation, demonstrating outcomes and ensuring quality.

Time Consideration

1. The Board meets at least 4 times a year.
2. The Business Sub-Committee has its own additional time commitments, which the Chair and Vice Chair will need to be a part of: it meets at least 4 times a year.
3. It is important that the Chair is able to visit the organisation's office/s and be available to the Chief Executive/senior paid staff members on a regular basis.
4. In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
5. The overall time commitment for the Chair and Vice Chair is expected to be at least 1-2 days per month.

Approved at 12 December 2018 Board