

THE BUREAU

Board of Trustees Recruitment Pack



Volunteering



Advising



Connecting



Supporting



Responding



Our Strategy for 2022 to 2025

Who Are We?

We are Glossop's Community Wellbeing Charity. Based in the centre of Glossop we have been operating across Glossopdale since 1979.

What Do We Believe?

- People and community should be at the heart of what we do
- Our community holds the answers as well as the questions
- Only by listening can we move forward
- We should be flexible to meet need
- There is strength in partnership
- We need to be brave and passionate in what we do
- Everything we do should make a difference

Why Are We Here?

To make life better for people in Glossopdale.

What Are Our Aims?

- Encouraging local people to volunteer and support others
- Offering advice and practical help
- Connecting people with other relevant services
- Supporting the growth of community activity and action
- Responding to community needs as they arise

How Do We Deliver Our Aims?

We have many services some of which have been running since we were set up, such as community transport and volunteering. Others change or are introduced as the needs of people change, such as employment help and Social Prescribing. All our services work together to support individuals.

Becoming a Board Member with The Bureau

Thank you for taking an interest in joining our Board of Trustees. Of course, it is important that this position is the right match for you and for the Bureau. Therefore, we have a careful introduction process that enables candidates to understand more about The Bureau and what it means to be a board member.

We particularly welcome applications from **young people, women, people from Black and minority ethnic communities and those with a disability**. We aim to ensure our application process is as accessible as possible so if you require the form in large print, printed off, or any other support to apply, please get in touch with Operations Manager Lauren Moore on lauren@the-bureau.org.uk or call on 01457 865722, Or pop in!

Remember this is a **two-way process** and it is important to us that our trustees are happy and comfortable in their roles. Equally, it is important to the dynamics and health of our organisation that we find the right fit within our existing board.

There is no set role as a trustee and there are many different skills and experiences valuable to us. We are open to applicants with a broad range of skills and expertise, including fundraising, HR and social care - but whatever your expertise we would like to hear from you if you think you can make a contribution to our work. It is worth thinking what you can bring to the role and what it will give you in return. Our application will help you to think through this. Even if you feel that becoming a trustee is not the right fit for you we would still welcome your involvement in our many other volunteer roles.

Application Process

The process for application is as follows.

1. Read more about the role of a board member (appendix 1).
2. Fill out an application (appendix 2) and return it to Natalie Rhodes (details of how below).
3. Informal introductory meeting with Natalie and the Chair or another board member to enable you to find out more about the role and the work of The Bureau.
4. Appointment, subject to a successful interview.
5. Complete registration paperwork and register with Companies House and the Charities Commission (completed by us!).
6. Commence induction process – this is not set in stone and depends on your existing experience. It could consist of shadowing/spending time with our project leads or attending our sessions or simply reading through our activities and talking with our management team and fellow board members.

We look forward to hearing from you in the near future. in the meantime, if you have any thoughts or questions, please do not hesitate to ask.

Best wishes

The Bureau Board

Appendix 1

What are the basic responsibilities of a board of trustees?

1. Determine mission and purpose.

It is the board's responsibility to create and review a statement of mission and purpose that articulates the organisation's goals, means, and primary constituents served.

2. Select the chief officer.

Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.

3. Support and evaluate the chief officer.

The board should ensure that the chief officer has the moral and professional support he or she needs to further the goals of the organisation.

4. Ensure effective planning.

Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

5. Monitor and strengthen projects and services.

The board's responsibility is to determine which projects are consistent with the organisation's mission and monitor their effectiveness.

6. Ensure adequate financial resources.

One of the board's foremost responsibilities is to secure adequate resources for the organisation to fulfil its mission.

7. Protect assets and provide proper financial oversight.

The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

8. Build a competent board.

All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

9. Ensure legal and ethical integrity.

The board is ultimately responsible for adherence to legal standards and ethical norms.

10. Enhance the organisation's public standing.

The board should clearly articulate the organisation's mission, accomplishments, and goals to the public and garner support from the community through advocacy.

You can read more information about what a trustee does on the [NCVO website](#) and on the [Government website](#). Click the links above.

What are the legal responsibilities of a board member?

Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a trustee.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organisation. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organisation.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organisation's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organisation.

For more information on the roles and responsibilities of sitting on a board of trustees visit the Government website *The essential trustee: what you need to know, what you need to do* - GOV.UK (www.gov.uk)

What are the responsibilities of individual board members?

- Attend all board and committee meetings and functions, such as special events.
 - Be informed about the organisation's mission, services, policies, and projects.
- Review agenda and supporting materials prior to board and committee meetings.
 - Serve on committees or sub groups.
 - Advocate for the organisation.
- Keep up-to-date on developments in the organisation's field.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its responsibilities, such as reviewing the organisation's financial statements.

Personal characteristics to consider

- Ability to listen, analyse, think clearly and creatively, and work well with people individually and in a group.
- Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal resources in a generous way according to circumstances, advocate for the organisation, and evaluate oneself.
- Interest in developing certain skills that you may not possess, such as in cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, reading and understanding financial statements, and learning more about the substantive specialism of the organisation.
- Possession of honesty, sensitivity to and tolerance of differing views, community-building skills, personal integrity and sense of values, and concern for your charity's development.
- A passion for the local Glossopdale community.

Timelines

We will assess applications as and when they come in. Shortlisted applicants will then meet with the Chair of the Board.

If you have any questions about this process, or would like to discuss more about being a Trustee with The Bureau, please feel free to give us a call, or drop in and say hello!

Appendix 2

Application

Your contact details

Name	
Contact Number	
Email	
Address	

What can you bring to this role?

Please describe the skills, experiences or attributes you can contribute to your role as a trustee. This could be anything from local knowledge and enthusiasm to financial skills.

(max 500 words)

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Why do you want to become a trustee with The Bureau?

Please tell us a little bit about why you may like to join our board. What is your motivation for getting involved and what do you think may be able to achieve?

(Max 500 Words)

Once you have completed this expression of interest please either return it via email

or post to

Natalie Rhodes at:

Natalie@the-bureau.org.uk

or

The Bureau

Bank House

22 Henry St

Glossop

SK138BW



01457 865722



info@the-bureau.org.uk



Bank House,
22 Henry Street
Glossop, SK13 8BW



www.the-bureau.org.uk



The Bureau, Glossop



@Glossop_Bureau

Charity No.: 1067170