

Community Action Suffolk

Trustee Recruitment Pack

2024-2025



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An Introduction from our Chair of the Board of Trustees

Thank you for your interest in becoming a Trustee with Community Action Suffolk (CAS).

CAS was formed in 2013 through the merger of ten Suffolk voluntary and community organisations which provided services to rural communities and volunteers among others. With the merger celebrated as one of the first of its kind, CAS has since developed and transformed to continue to meet the needs and changes of the sector. However, its mission and vision of supporting and strengthening the voluntary and community sectors still remains at the heart of what we do.

Now supporting around 2312 voluntary and community organisations CAS's main challenge is to continue to support the sectors organisations which now have ever increasing demands on its time and services due to economic climate changes. CAS will continue to champion and promote the voluntary and community and act as a voice for our members to ensure their views are heard.

This trustee recruitment pack provides further information about CAS and the work that we do along with details on the trustee roles required and how to apply.

Kevin Ward

Chair of Trustees, Community Action Suffolk



About Community Action Suffolk

Our Vision:

Community Action Suffolk's vision is that Suffolk is a county where every community aspires, thrives and grows.

Our Mission:

Community Action Suffolk's mission is to strengthen and champion community action in Suffolk by supporting the voluntary, community and social enterprise (VCFSE) sector in its work.

Our mission is underpinned by the following strategic priorities:

- ✔ Supporting a diverse and resilient VCFSE sector to build capacity and sustainability
- ✔ Stimulating and developing impactful community and voluntary action
- ✔ Creating and maintaining influential and equitable beneficial relationships between public, private and VCFSE sectors
- ✔ Develop CAS as a sustainable and essential business in Suffolk, driven by continuous improvement and innovation
- ✔ Addressing Inequalities
- ✔ Tackling the Climate Emergency

We believe that our role in helping both sectors to work more closely together will make Suffolk a better place for everyone.

Our Values:

- ✔ **Collaborative** - Collaborating with others to achieve the best common outcomes
- ✔ **Responsive** - Reacting flexibly to need(s) in a timely manner
- ✔ **Enabling** - Empowering and facilitating appropriate action
- ✔ **Trusted** - Being the 'go to' organisation for the VCFSE sector
- ✔ **Person Centred** - Keeping people & communities at the heart of all that we do

Our Services:

CAS offers a range of services to support voluntary and community organisations across Suffolk. Our development staff provide funding, governance and management advice to organisations as well as help to start up new organisations. Our volunteering team helps individuals and organisations to find suitable volunteers or volunteering opportunities. We also provide services such as IT support, DBS checks and Insurance.



Background of the role

Our Trustees work with the Chief Executive to take overall responsibility for Community Action Suffolk, acting collectively and effectively in its interests by giving strategic direction, and determining our mission and vision.

They make decisions required for CAS's control and management, ensuring compliance, good governance and adequate financial resources for our services, and protect our assets and property. They also ensure we manage risks carefully, act as a responsible employer, and uphold the principles of equality and diversity.

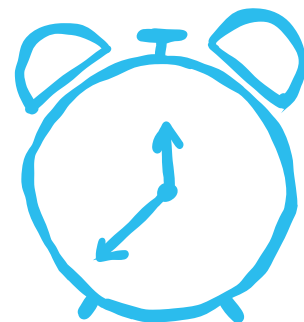
The Board of Trustees currently comprises 8 members with a skill base in: leadership, volunteering, social care, finance and business.

In a continuing changing environment, the Board and Chief Executive have worked hard to set priorities and create a clear strategic focus.

New Trustees will be joining a Board with energy and expertise in many areas, who work with and support the Executive Team to achieve the sustainability and growth required to meet the needs of the voluntary sector.

Time Commitment

Board meetings take place four times a year for all trustees. We also have additional specialised sub-committees that meet between three to four times a year. These sub-committees comprise of trustees with those specialised skills for that area. All board meetings are held during the day.



Trustee Role Description

Role:	Trustee
Time Commitment:	Four times a year with the possibility of additional three to four meetings as part of a specialised sub-committee
Remuneration:	The role of trustee is voluntary however reasonable out of pocket expenses will be reimbursed
Location:	Meetings will be held in Ipswich or hybrid
Term:	Six years over two terms
Reporting to:	Chair of Trustees

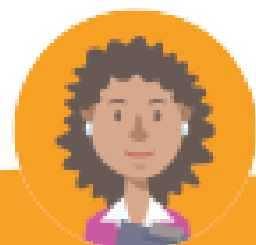
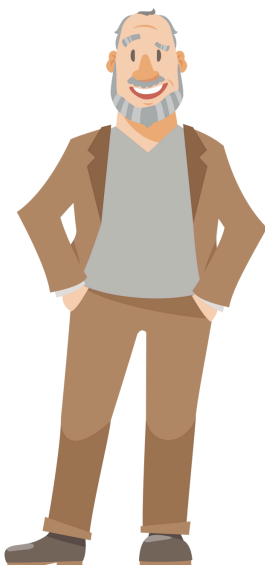
Purpose

The Board of Trustees is responsible for overall governance and strategic direction of CAS, developing CAS aims, objectives and goals in accordance with its governing documents, and legal and regulatory requirements.

Duties of a Trustee

Establishes and maintains vision, mission and values

The Board of trustees is responsible for establishing and maintaining the vision and aligning it with the mission of Community Action Suffolk. The current vision is that “Suffolk is a county where every community aspires, thrives and grows”. Our mission is “to strengthen and champion community action in Suffolk by supporting the voluntary, community, faith and social enterprise sector in its work”. It is through this support that we aim to improve the economic, health and social wellbeing of communities and individuals in Suffolk. Trustees are required to make themselves familiar with and uphold Community Action Suffolk’s statement of values that underpin all aspects of the organisation’s activity:- Collaborative, Responsive, Enabling, Trusted and Person Centred.



Develops strategy

The Board of trustees and the Chief Executive are responsible for developing the long-term strategy and keeping it under review through regular updates at Board meetings and taking necessary action to keep the organisation on track. Board members have an important individual and collective role in working with the Chair and the Executive Team to evolve the strategic direction of CAS and to ensure delivery of the organisation's goals.

Establishes and monitors policies

The Board of trustees agrees a range of policies which govern organisational activity, the systems for monitoring and reporting the implementation of those policies and a code of conduct for trustees. Trustees are responsible for monitoring performance and asking challenging questions.

Ensures accountability

The trustees are responsible for ensuring that the charity is solvent and run in accordance with best practice. They should be familiar with the Articles of Association, Charity Commission governance documents and their responsibilities under Company Law. They should ensure that Community Action Suffolk fulfils its legal obligations for accountability which includes publishing annual reports and accounts. Community Action Suffolk is also accountable to its stakeholders: members, staff, volunteers and the general public.

Ensures compliance with the law

Trustees are responsible for checking that all the charity's activities comply with current laws and regulations.

Maintains proper fiscal oversight

The trustees are responsible for managing the resources and funding of Community Action Suffolk so that it can deliver its strategic objectives and annual budget commitments. In order to do this the Board of trustees ensures there are plans in place to secure sufficient resources to fulfil the mission, monitors spending, approves the annual financial statements and budget, protects the charity against liabilities by managing risk and by providing insurance, and ensures compliance with the law.

Respects the role of staff and volunteers

The Board of trustees recognises and respects the roles and responsibilities of the Chief Executive, the staff and volunteers and does not seek to interfere with their work. At the same time it creates policy to guide the activities of staff and volunteers and safeguards the interests of the charity.



Maintains effective board performance

All trustees are responsible for engaging productively at Board meetings. This means attending regularly, reading and considering Board papers in advance of meetings and making an active contribution. Board members should be professional and constructive in their challenge, always acting in the best interests of the charity. When a decision has been reached by a majority of Board members then the Board should adopt this in a collective manner. Trustees should be willing to play an effective role in committees.

Promotes Community Action Suffolk

Trustees are expected to be good ambassadors for Community Action Suffolk. Their behaviour at all times should enhance and protect the reputation of the charity and be in accordance with the Charity Commission's Code of Conduct and Nolan Principles. They should take every opportunity to champion Community Action Suffolk and support its activities.

Skills and Competencies

Knowledge and Experience

- ✓ A clear understanding of the role of a trustee and corporate Board member
- ✓ Experience of operating in a senior role
- ✓ Broad knowledge of management and governance issues
- ✓ An understanding of the work of the voluntary and community sector would be extremely helpful

Skills

- ✓ A strategic thinker
- ✓ A sharp mind who exercises good judgement
- ✓ An effective communicator
- ✓ Pro-active, willing to offer constructive challenge and support judgements
- ✓ A team player who respects different views and is able to work with Board colleagues and the Executive Team
- ✓ An ability to build strong relationships and champion Community Action Suffolk



Personal Qualities

- ✔ Demonstrates drive and determination
- ✔ Brings the commitment necessary to devote sufficient time, preparation and effort required to meet the responsibilities of being a trustee
- ✔ Demonstrates integrity, honesty and flexibility
- ✔ Demonstrates active listening skills and is open to the views of others
- ✔ Shows commitment to inclusion and diversity

What next?

If you would like a discussion with the Chair of Trustees or the Chief Executive, please contact belinda.couldridge@communityactionsuffolk.org.uk to make an appointment.

To apply for a Trustee role please complete the accompanying application form and submit together with your CV.

