

Masonic Charitable Foundation Masonic Support Committee Member Recruitment Grants and Services to Individuals and Families

Non-executive committee members

This is an opportunity to share your professional skills, life experience and to further strengthen the Masonic Support Committee of the Masonic Charitable Foundation (MCF, the Freemasons' Charity).

The MCF is funded entirely through the generosity of Freemasons and their families and is one of the largest grant-making charities in the country. We build better lives by enabling opportunity, advancing healthcare and education and promoting independence.

Our mission is to be a force for good by providing support, care and services to Freemasons and their families in need, and supporting other charities to help the most disadvantaged in society.

Being part of this Committee is a rewarding role which will support the MCF Board of Trustees in providing and delivering an effective package of support for Freemasons and their families who are in need.

We are looking for two new Committee members with a professional background in one or more of the following areas:

- Education
- Charitable grants and services to individuals
- Mental health
- Social policy
- Safeguarding
- Health
- Social care

The new Committee members will help us to develop our support and services to achieve maximum impact while being efficient and effective.

Specialist Advisers

We are also looking for two specialist advisers to the committee. Advisers play a vital role in supporting the Committee and the staff by bringing specialist expertise to both policy development and to the grants decision making process. We are particularly seeking two advisers, one with a general medical background and one with mental health expertise. Advisers do not normally attend committee meetings and are instead liaise with staff occasionally and remotely via secure email, phone and video calls. Medical advisers must have an active and clear GMC registration. A full role specification is available on request.

ROLES AND RESPONSIBILITIES

- Reviewing and scrutinising grants policy;
- Reviewing and approving changes to the support package;
- Reviewing the scope and extent of the service offer;
- Considering environmental factors impacting on the level and range of support required;
- Ensuring that support generates maximum impact; and
Ensuring that engagement with key stakeholders in the Freemasonry community is strong and effective in supporting our work.

REQUIREMENTS

Experience in any of the key areas mentioned above. In addition, the following would be beneficial:

- Impact assessment;
- Safeguarding leadership;
- Volunteer management on a large scale (MCF has c.300 Visiting Volunteers)
- An interest in supporting people facing financial hardship, health and mobility problems.
- An interest in supporting children and families in need.
- To be an appropriate role model and to ensure that the Committee promotes equity, diversity and inclusion.

TIME COMMITMENT

- Committee members are required to attend four meetings per year, usually held at the offices in Great Queen Street. Some additional time will be required to study papers and possibly to assist in committee project work. This position is of a voluntary nature, however travel expenses can be claimed.
- Advisers must be able to provide a timely response to avoid delaying the decision making process for beneficiaries.

APPOINTMENT AND TENURE

- Appointments are subject to a clear DBS check.
- Committee members are appointed for an initial period of three years and appointments may be renewed at the end of the first period of office, subject to satisfactory appraisal by the Chairperson.
- Committee members are not eligible to hold office for more than six consecutive years unless approved by the MCF Nominations Committee.
- Committee members are appointees not employees.



- To ensure that MCF values are maintained at all times, Committee members are required, on appointment, to agree to, and abide by, the Code of Conduct.
- Committee members are required to undertake a small amount of mandatory training which is conducted online in key areas such as GDPR and safeguarding.
- Advisers are appointed by the Committee and tenure is not restricted.

APPLICATION

An expression of interest should be sent via email to Gareth Everett, Head of Masonic Support (geverett@mcf.org.uk) or Natasha Ward, Masonic Support Development & Quality Lead (nward@mcf.org.uk) by 5pm Friday 30 August 2024. Please include a summary curriculum vitae and a covering letter, with the letter setting out:

- Your experience, qualifications and contributions relevant to the role, if these are not included in the summary curriculum vitae;
- Your motivation(s) for wishing to be a member of the Masonic Support Committee.
- The covering letter and summary curriculum vitae should, in total, be approximately two to three pages in length.

ROLE AND PERSON SPECIFICATION

NON-EXECUTIVE COMMITTEE MEMBER

GRANTS AND SERVICES TO INDIVIDUALS

ROLE SPECIFICATION

Title: Non-Executive Committee Member, Masonic Support Committee

Accountable to: Committee Chairperson

Type of position: Unpaid, with expenses paid whilst undertaking role.

Role Overview: The Masonic Charitable Foundation (MCF) Trustee Board operates a structure whereby much of the detailed monitoring, planning and policy development within the Charity is undertaken by seven formal committees. These are:

- Audit and Risk
- Charity Grants (providing support to charities and the wider society)
- Finance
- Fundraising
- Investments
- **Masonic Support (providing support to freemasons and their families)**
- Property

As a Non-Executive Committee Member of the Masonic Support Committee you will work to ensure that it discharges the responsibilities devolved through its terms of reference. In doing so you will be expected to play your part in ensuring compliance with the organisation's governing document (the Articles of Association), charity law, company law and all other relevant legislation and regulations pertinent to the operations. You will also be expected to work within the current policy framework of the MCF and contribute to ensuring that our resources are exclusively used in pursuance of our objects, that our organisational values are enshrined in the work of the committee and that our overall goal of providing the best possible quality of service to those we support is maintained and developed.

Principal Contributions of a Non-Executive Committee Member

- Act as an ambassador and advocate of the Charity
- Be conversant with the Charity's key documents including its objects, vision, strategic plans and policy framework to ensure these are complied with and pursued within their committee
- Comply with charity law requirements other laws and regulations that apply, including the Charity Governance Code and the Nolan Principles
- Support what is required and how this should be achieved within their Committee to deliver the key documents outlined above
- Be able to explain how the Charity's and Committee's activities further or support its objects
- Understand how the Charity benefits beneficiaries, including the public, and demonstrate understanding and adherence to the Values of the Charity
- To act at all times in the Charity's best interests and declare and deal with any perceived conflicts of interest promptly
- Make balanced and adequately informed decisions, thinking about the long term as well as the short term and ensuring alignment with strategic direction
- Avoid putting yourself in a position where your duty to the Charity conflicts with your personal interests or loyalty to any other body or person
- Support the responsible Charity's resources including
 - Ensuring that the Charity's assets are only acquired, used and disposed of to support or carry out its purposes
 - Avoid exposing the Charity's assets, beneficiaries or reputation to undue risk
 - Not to over commit the Charity
 - Take special care when considering investment or borrowing
 - Comply with any restrictions on spending funds, selling land or property, or any other matters
 - Ensure that we have appropriate procedures and safeguards in place and take reasonable steps to ensure these are followed to reduce the risk of making the Charity vulnerable to fraud or theft or other kinds of abuse
- Act with reasonable care and skill making use of your skills and experience and taking appropriate advice when necessary
- Give sufficient time, thought and energy in preparing for and attending and actively participating in all committee' meetings
- The Masonic Support Committee typically convenes four times a year during the working day. Meetings are normally held in person in Freemason's Hall, Covent Garden, London, but are sometimes on a remote basis.

PERSON SPECIFICATION

You must –

- Have a commitment to the Charity’s mission, vision and values
- Be at least 18 years old
- Not have been disqualified under the Charities Act or be an undischarged bankrupt
- Comply with Disclosure and Barring Service Checks
- Be prepared to complete specified training, especially in respect of Safeguarding responsibilities, General Data Protection Regulation and Equality, Diversity and Inclusion
- Demonstrate -
 - A willingness to meet the minimum time requirement to attend Committees, engage with the programme and other duties, as agreed
 - Integrity
 - An inquiring mind
 - Strategic vision
 - Sound independent judgement
 - An ability to think creatively
 - A willingness to speak your mind and to challenge colleagues constructively
 - An understanding of acceptance of the legal duties, responsibilities and liabilities outlined in Charity Commission documents and Company legislation
 - Experience of working effectively as a member of a committee or board at a senior organisational level and to take decisions for the good of the organisation

Appointees would expect to serve an initial period of 3 years extendable by no more than two additional three-year periods up to a maximum of nine years at the discretion of the Chairperson.

The Chairperson of the Masonic Support Committee is particularly seeking people with skills and experience acquired at a senior level in the following areas:

- Education
- Charitable grants and services to individuals
- Social policy
- Safeguarding
- Health
- Social care

You do not have to be a Freemason to apply for this position. As part of this process, we will continue to embrace the principles of equality, diversity and inclusion.

July 2024

