 **Care & Share Companionship Scottish** **Registered Charity No : SC048873**

 **Legal Responsibilities of a Trustee**

*“Governance is the process whereby a group of Trustees works as a collective to assure the legal and moral health of the organisation”.*

The Board of Trustees is individually and collectively responsible for the successful governance of the organisation; becoming a charity trustee therefore involves a high degree of legal and financial responsibility. Our Board of Trustees is the body that carries out the governance process for Care and Share Companionship (CSC). The Board must also ensure that the charity is solvent and must implement a system of checks and balances to ensure this.

**Basic principles of Board operation:**

* The Board is a collective and only has authority as a group.
* The Board will pay due regard to best practice.
* The Board exists to plan and monitor CSC’s strategic direction, to review and discuss CSC’s operations, especially service delivery, finance, organisation and take action where appropriate.
* The Board consists of individuals with a broad range of skills and experience and with as diverse a set of backgrounds as possible. The Board is actively seeking diversity in its recruitment of Trustees.
* At least three trustees or one third of the Board, whichever is greater, need to be present at a Board meeting for it to be quorate and for its decisions to be valid.

For a more detailed explanation of these matters and a list of legal reasons where you might not be permitted to become a trustee please see www.gov.uk/charity-trustee-disqualification

##  Care and Share Companionship

## The Role of the Board

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| **Purpose** |
| To be collectively legally and morally accountable for the health and effectiveness of CSC, ensuring that CSC achieves its mission in an ethical, transparent, accountable, and prudent manner.  |
| **Accountabilities** |
| Ensure that CSC is relevant to the community it serves through processes that monitor the external environment and define the vision, direction, and strategy.  |
| Define and monitor key areas of performance, assess results, and ensure that steps are taken to continuously improve, develop and evolve, hence ensuring the long term viability of the organisation.  |
| Ensure the short and long term financial sustainability and solvency of CSC. |
| Ensure compliance of CSC with relevant charity and financial laws and regulations and with its own governing rules. |
| Ensure that adequate risk management strategies are in place, e.g., safety and security, insurance, data backup, Trustee succession, prudent fund management etc. so that CSC does not face undue risk.  |
| Define criteria for Board membership, ensure proper recruitment of candidates, provide a mentor system for new trustees, elect Trustees and ensure the proper orientation and development of Board members. |
| Define and assess Board effectiveness including the effectiveness of individual Board members on a yearly basis. |
| Ensure effectiveness of CSC’s leadership and management. |
| Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets. |

*NB: These accountabilities are in line with those recommended by the Charities Commission.*

**Individual Responsibilities of Board Members**

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| **Purpose of the role** |
| To be legally and morally accountable for the health and effectiveness of CSC, ensuring that CSC achieves its mission in an ethical, transparent, accountable, and prudent manner. |
| **Responsibilities** |
| Attend meetings, conducting preparation beforehand and thereby assisting with the planning and monitoring of activities of CSC. |
| Assist with specific areas of expertise outside of board meetings where required, working on and contributing to sub committees and / or project teams. |
| Assist with the recruitment and mentoring of new Trustees and key members of staff where required. |
| Represent CSC at key events where appropriate – e.g. charity fund raising events, conferences, training events. |
| Commit to continual development, undertaking appropriate development activities where required. |
| **General knowledge & experience**  |
| * Knowledge of governance laws, requirements and duties.
* Knowledge / experience of how a Board operates.
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| **Competencies & behaviours**  |
| * Ability to operate as part of a team, providing appropriate input without dominating - sensitive to team dynamics.
* Communication skills – able to present an idea effectively & establish rapport and to challenge in a constructive manner.
* Long term planning / strategic thinking skills and ability to think creatively.
* Critical thinking skills – able to accurately simulate and analyse information.
* Enthusiasm & full commitment to attend regular meetings and to prepare for each beforehand.
* Ability to represent CSC externally with professionalism.
* Sound judgement and common sense.
* Integrity – high ethical standards.
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| **Areas of knowledge & expertise relevant for the Board (one or two of these may apply to a particular board member):** |
| Fundraising, Communications / PR / Media, Campaigning, Marketing, Social Media & Digital, Finance, HR, Volunteer Management, Governance. |

**How we recruit and induct Trustees**

The Board will periodically review its Trustee make-up and decide when it needs to recruit. If potential Trustees approach the Board in between times, the Board will invite the potential Trustee to take part in the recruitment process.

From that point, the following outline applies to all applicants, whether directly recruited or in response to speculative enquiries:

Following an initial enquiry, potential Trustees will receive a copy of this Information Pack, and are then invited to submit an application form, setting out their reasons for wishing to join Care and Share Companionship Board and the skills and expertise that they can bring to the Board. Following receipt of a completed application form the Chairperson will then invite selected applicants to attend a Board Meeting and take up references. The Board will make a final decision and ratification before the Chairperson contacts the potential Trustee.

On appointment to the Board, Trustees will be invited to participate in a brief induction programme.

We expect that from time to time an applicant may feel that becoming a trustee of CSC is not right for them and they may withdraw from the recruitment and induction process.

**Further Trustee Notes**

We do expect that occasionally a Trustee may need to miss a meeting, perhaps due to family or work commitments, but we do stress that the time commitment required is as set out above and we ask potential applicants to think carefully about whether they can make this time commitment, before pursuing their application further.

To ensure that we utilise the time we spend in our meetings to its full potential, we ask that reports and other documents are read in advance of meetings.

The Board will, from time to time, seek volunteers for various sub-committees as and when they are needed. This is purely optional and will very much depend on the workload of the Trustee. There is absolutely no obligation to join a sub-committee though, of course, offers of extra support are always gratefully received.

 Trustee Skills Audit

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| **Skill Area** | **Low** | **Mid** | High |
| **Technical skill** |  |  |  |
| Finance |  |  |  |
| Marketing / Campaigning |  |  |  |
| Communications / PR / Media |  |  |  |
| IT  |  |  |  |
| Social media & digital |  |  |  |
| Fundraising |  |  |  |
| HR (including disability & equality & diversity) |  |  |  |
| Editing / writing |  |  |  |
| Volunteer management |  |  |  |
| Governance (including H&S & risk management) |  |  |  |
| Other (please state) |  |  |  |
| **Personal skill** |  |  |  |
| Team working |  |  |  |
| Communication |  |  |  |
| Planning & strategic thinking |  |  |  |
| Critical thinking / analysis  |  |  |  |
| Other (please state) |  |  |  |
| **Experience** |  |  |  |
| Previous charity experience supporting or as a volunteer  |  |  |  |
| Previous Board experience |  |  |  |
| Other (please state) |  |  |  |

**Trustee Eligibility Criteria for Care and Share Companionship**

* **You must be at least 18 years of age**
* **You must be properly appointed in accordance with the charity’s governing document**
* **You understand and agree to abide by the rules set out in the charity’s governing document**
* **You may not be a Trustee if you are disqualified under the Charities Act, i.e. if you have one of the following convictions:**

**-an unspent conviction for a corruption or dishonesty offence**

**-are bankrupt or have entered into a formal arrangement with a creditor(s)**

**-have been removed as a company director or charity trustee because of wrongdoing**

**Trustee Application Form**

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| **Name:** | **Address:** |
| **Title:** |
| **Daytime telephone:** | **Evening telephone:** |
| **Mobile:** |  |
| **e-mail address:** |
| **Please tell us why you are interested in becoming a Trustee?** |
| **Please tell us about any work, voluntary or life experiences you may have that may be relevant to this post?**  |
| **Please tell us about any training, qualifications that may be relevant to the role of a Trustee.** |
| **Do you have any special needs that require special provision? Yes / No****If yes, please provide details** |
| **Please provide the names and addresses of two referees who are not related to you and whom we may contact for a reference** |
| **Name & Position:** | **Referee 1** | **Referee 2** |
|  |  |
| **How you know this person:** |  |  |
| **e-mail address:** |  |  |
| **Address & post code:** |  |  |
| **I confirm that the information given on this form is correct:** **Signed: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |

***Please send your completed form to:***

***Board of Trustees***

***Care and Share Companionship***

***Bennochy Parish Church***

***3 Elgin Street***

***KIRKCALDY KY2 5LP***

***E: careandsharecompanionship@gmail.com***