



TRUSTEE

RECRUITMENT PACK





Cumbernauld Action for Care of the Elderly

Welcome to Our Organisation



Dear Applicant,

Thank you for your interest in becoming a Trustee of **Cumbernauld Action for Care of the Elderly (CACE)**. Please find following an information pack which I hope will provide you with the information you need in order to apply.

Trustees play a vital role in ensuring that CACE continues to make a meaningful impact on the lives of older people in our community. We very much hope that you will be inspired to join us and look forward to receiving your application.

Yours faithfully,

Irene McKendry - Chair

on behalf of the Board of Trustees



About CACE

CACE was initially founded in 1990 by a group of people who recognised the need to support older people in Cumbernauld and the surrounding areas. For over 30 years now, the charity has promoted the welfare of vulnerable, older people and their carers. We educate, train and work with people to improve quality of life in our community.

At CACE, we offer a range of in person and online services, groups and activities that reflect the diversity of our people. We support approximately 300 individuals every month and we rely on your support with that work; you can contribute to the sustainability and future of CACE by getting involved in fundraising and awareness raising.



Our Vision



To live in a community where older people are valued and supported to enjoy a good quality of life and live independently at home.

Our Mission



To enhance the wellbeing, and quality of life for older people in Cumbernauld and the surrounding areas.



Our Values



Unity of Purpose

We are united in a shared responsibility to fulfil our mission.



Diversity & Community Spirit

We recognise and celebrate diversity and community spirit and value what they bring to CACE and older people.



Accountability

We strive to be accountable, professional and cost effective in all we do.



Enabling

We provide services and support that enhance quality of life.



Value Our People

We value our staff and volunteers and seek to offer opportunities to grow professionally and personally.



About the Role

Title: CACE Trustee

Reporting to: Chair

Location: Meetings are usually held at our premises in Cumbernauld (Suite 2 Arca Business Centre, Dunnswood Rd, Wardpark South, G67 3EN) and we always offer the option of attending virtually

Duration: Trustee terms are normally 4 years

Time Commitment: Approximately 2 days per quarter/ 8 days per year

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although reasonable out of pocket expenses including travel will be met by CACE

We are also actively seeking our next Chair. As Chair, there may be some extra time commitment to support our CEO and other Board members to fulfil our strategic aims.



What will be involved?

As a CACE Trustee you will:

- Collaborate with fellow Trustees to provide strategic leadership and governance to CACE
- Ensure that our charity operates in line with its mission, values, and legal responsibilities
- Review and approve budgets, financial reports, and funding applications to maximize our impact
- Support our management team in delivering high-quality care and services to older people
- Engage in fundraising and community engagement activities to promote our cause



What will be involved?

As CACE Chair you will also:

- Guide and oversee CACE's strategic direction
- Presides over board meetings and facilitates discussions
- Collaborate with fellow trustees, CEO, and stakeholders
- Establishes goals, monitors progress, and assesses outcomes
- Fosters a cohesive board environment and encourages open communication
- Drive organizational growth and impact within the community
- Plays a pivotal leadership role in achieving the charity's objectives



Who are we looking for?

As a Trustee at Cumbernauld Action for Care of the Elderly (CACE), we seek individuals with diverse skills and experiences, including:

**Strategic thinking | financial management |
governance | leadership | communication |
networking | project management | community
engagement | problem-solving | collaboration |
health and social care expertise | legal awareness**

Whilst not all skills are required for every Trustee, a varied group can collectively contribute to our mission of supporting older people's well-being and independence.

We're also keen to support less-experienced candidates who demonstrate the drive and commitment to make a positive impact and contribute to our cause!

For our Chair position, it is anticipated some previous Board experience will be advantageous.



How will you participate?

- Prepare for and attend regular Board meetings and AGM
- Participate in sub-groups to focus on particular areas of the Board's work such as HR, finance, fundraising etc
- Contribute towards organisational reviews and towards the development of CACE's strategic direction
- Use your specific skills, knowledge and experience to help the Board reach sound decisions by reviewing papers, leading discussions, providing guidance on new initiatives, and supporting and mentoring the CEO



How will you benefit?

- Develop transferable skills that can enhance your career opportunities such as leadership, decision-making and project management
- Opportunity to share your skills and expertise to contribute to the wellbeing of our service users
- Build strong relationships with fellow Trustees, staff, volunteers and the wider community
- Gain valuable experience in financial management, governance and strategic planning
- By engaging with stakeholders and partners you will expand your network and promote services in the community



Eligibility

Some individuals are legally disqualified from serving as charity trustees unless a waiver is granted.

Disqualifications include:

- An unspent conviction for dishonesty or deception
- Current bankruptcy, bankruptcy restrictions, interim order or an individual voluntary arrangement (IVA)
- Disqualification from being a company director
- Previous removal as a trustee due to misconduct or mismanagement by OSCR, the Charity Commission
- Acting as a trustee while disqualified is typically an offence unless a waiver is obtained. Trustees must notify CACE of any changes affecting their eligibility
- Any potential conflicts of interest or know of any reasons that might disqualify you from serving as a charity trustee? If yes, please provide details



Apply Now!

For an initial discussion, please call our office at 01236 451 393 and ask for Irene McKendry. She is available on Tuesdays and Wednesdays.

Alternatively, you can email your CV and a cover letter detailing your interest, qualifications, and eligibility for the Trustee or Chair position with CACE to info@careatcace.com.

Join us in creating a caring community where older people are supported, valued, and cherished!

Appendix One - The Nolan Principles

The Committee on Standards in Public Life was established in 1994, 'To examine current concerns about standards of conduct of all holders of public office, including arrangements relating to financial and commercial activities, and make recommendations as to any changes in present arrangements which might be required to ensure the highest standards of propriety in public life.'

The Committee, chaired by Lord Nolan set out 'Seven Principles of Public Life' which it believes should apply to all in the public service. These are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.