

TRUSTEE RECRUITMENT 2012

APPLICATION PACK

ADVERT TEXT

FRIENDS OF THE PEAK DISTRICT / CPRE SOUTH YORKSHIRE

Treasurer

Do you care about the countryside? Do you have the skills to be our treasurer?

This is an exciting opportunity to bring your financial expertise to a highly regarded local environmental charity as part of the team of volunteers who provide governance and direction for our work. Like all charities, we are facing challenging times and need skilled and committed people to work together to secure our future.

Friends of the Peak District and CPRE South Yorkshire campaign to protect, enhance and care for the countryside of South Yorkshire and the Peak District. Our vision is to see our precious landscapes safeguarded and for people to be inspired to love the countryside, so that it always remains beautiful and distinctive.

You will need to understand the role of trustees and have the skills, experience and commitment that will help us achieve our objectives

Further details: www.friendsofthepeak.org.uk or Carol Robinson 0114 266 5822
carol@cprepeakandsyorks.org.uk

Applications by: 31 May 2012

Registered charity: 1094975

This is an unpaid post

May 2012

Dear Friend

Information about being a trustee of Friends of the Peak District and Campaign to Protect Rural England South Yorkshire

Thank you for your interest in our vacancy for an Honorary Treasurer. I hope you will be interested in joining us. This application pack contains:

- Information about Friends of the Peak District and CPRE South Yorkshire
- A role description and person specification for the role of Honorary Treasurer
- An Annual Review

An electronic version of this information can be downloaded from our websites - www.friendsofthepeak.org.uk and www.cprepeakandsyorks.org.uk, where more information is available about our work.

Our trustees are responsible for the good governance of the charity.

If you would like to join our trustee board, please send us a CV and a short letter telling us why you'd like to get involved and what you think you can offer by 31 May 2012. We'll then be in touch to arrange a convenient time for you to meet with staff and current trustees. This will be an opportunity for us to find out more about each other.

This is a voluntary role and we are very grateful for all the work trustees do to help the charity achieve its objectives.

If you need any more information, please feel free to contact me. I hope you will consider applying for this role.

Yours sincerely,



Carol Robinson
Chief Executive
carol@cprepeakandsyorks.org.uk

ABOUT FRIENDS OF THE PEAK DISTRICT & CAMPAIGN TO PROTECT RURAL ENGLAND SOUTH YORKSHIRE

Friends of the Peak District and CPRE South Yorkshire are part of the Peak District and South Yorkshire Branch of the Campaign to Protect Rural England, which is a registered charity (number 1094975) and a registered company (number 4496754).

We work to protect and enhance the countryside of South Yorkshire and the Peak District. We work with local action groups, other environmental charities and on our own to campaign to prevent a wide range of threats, from climate change to inappropriate development. We also encourage positive action, such as the undergrounding of overhead power lines, the development of renewable energy from hydro sources and support for rural livelihoods. We are a registered charity, established in 1924, with a current staff team of 7 and more than 70 volunteers. We have a long history of championing the countryside of the Peak District, North East Derbyshire, the High Peak and South Yorkshire.

In the late summer of 2011, the trustees of Friends of the Peak District and CPRE South Yorkshire took the decision to start planning for a smaller organisation and reduced expenditure from January 2013, with the intention of bringing income and expenditure into balance from that date. As part of that aim, a new strategic plan is being prepared and a new organisational structure is being developed. Staff are aware that there will be redundancies, and we are receiving support from HR advisers at Voluntary Action Sheffield to help us make the changes needed. The next twelve months will present many challenges as we make the transition into being a smaller organisation, move to more affordable premises and adjust to living within our means.

We are an independent charity but members of Campaign to Protect Rural England at a national level. Through our role as the recognised National Park Society we are also members of the Campaign for National Parks.

Our vision is to see our precious landscapes safeguarded and for people to be inspired to love the countryside, so that it always remains beautiful and distinctive.

ROLE DESCRIPTION

Summary

The role of the board of trustees is to determine the overall direction of the charity, provide leadership and uphold public confidence in the charity. Trustees work together to ensure these responsibilities are met.

Additionally the treasurer is required to pay particular attention to the charity's financial situation and monitor and oversee progress towards financial targets. He or she is part of the coordination group, of honorary officers and senior staff member, which meets monthly to coordinate the management of the governance process and to jointly decide strategy.

Key Duties

The duties of a Trustee (from the National Council for Voluntary Organisation's *The Good Trustee Guide*) are:

- to ensure that the charity complies with its constitution, charity law, company law and any other relevant legislation or regulations
- to ensure that the charity pursues its objectives as defined in its governing document.
- to ensure that the charity applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- to contribute actively to the role of the Board of Trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the charity
- to ensure the effective and efficient administration of the charity
- to ensure the financial stability of the charity
- to protect and manage the property of the charity and to ensure proper investment of the charity's funds
- to appoint the Chief Executive and other staff and to monitor their performance

In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board to reach sound decisions. This will involve scrutinizing papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the charity's work in which the Trustee has special expertise.

Treasurer's Duties

Whilst the above duties and responsibilities apply to all Trustees the Honorary Treasurer is specifically tasked with:

- Reviewing and producing appropriate policies and systems of financial control.
- Ensuring sound systems of financial governance have been adopted and used.
- Providing support to staff in the keeping of adequate financial records.
- Seeking assurances that payments are made legally and timely.
- Providing an oral report on the Charity's annual accounts at the Annual General Meeting.
- With the Coordination Group, ensuring:
 - Budgets are realistic and monitored;
 - Appropriate accountants are appointed and liaised with;
 - Bank accounts are appropriately maintained;
- Ensuring that sufficient and appropriate financial information is available to support decisions of the Trustees;

- Reviewing and advising Trustees on investments
- Working closely with the Chair and Vice Chair to determine a sound approach to managing the business of the trustee board.

Time Commitment

The trustee board meets six times a year, usually on a Tuesday evening between 5.30pm and 7.30pm at our offices in the west of Sheffield. Trustees are expected to attend these meetings, as well as our Annual General Meeting, and get involved in other ways as appropriate and if they have time. This might include getting involved in a particular area of the charity's campaigning work, fundraising or development.

The Coordination Group meets monthly, at a time convenient to members, and reports to the trustee board meetings.

Trustees are appointed at our Annual General Meeting, to be held in September this year, and serve for a maximum of five years, with re-nomination each year. We have the facility to co-opt up to three trustees at any time.

Support

Support is available from the chair of trustees and other officers (the chair and vice chair) and from the senior staff. Useful information is available on the Charity Commission website <http://www.charity-commission.gov.uk/> and from the National Council for Voluntary Organisations <http://www.ncvo-vol.org.uk/governanceandleadership>. We recommend that all prospective trustees read the Charity Commission publication CC3 - The Essential Trustee. We are willing to provide opportunities for training and other personal development relevant to this role within the resource constraints.

Expenses

This is an unpaid post but travel expenses can be reimbursed.

PERSON SPECIFICATION

Essential

- You have a commitment and passion for our work and a love of the countryside. You are enthusiastic about and committed to protecting and enhancing the countryside and engaging people with their local landscapes.
- You are committed to the role of the voluntary sector in providing public benefit.

Specialist skills

- You have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- You are financially literate, with experience of financial management and the ability to assist with budget preparation, financial monitoring, and the preparation of annual accounts. (The Office Manager provides book keeping services and we have an excellent relationship with our accountants.)
- You perhaps additionally have skills or experience in one of the following areas that relate to our work:
 - Setting targets, monitoring and evaluating performance in non-profit organisations
 - Fundraising
 - Legal matters
 - Human Resources
 - Marketing and Communications
 - Our campaign areas: the land use planning system, transport, minerals issues, farming and land management, rural livelihoods, community engagement, climate change
- You can think strategically and contribute towards the development of a clear strategic vision

Communication and Interpersonal skills

- You work effectively as a member of the team, and as part of a meeting.
- You are able to contribute to and support collective decisions

Working Style and Attitude

- You adhere to the Nolan Committee principles for those in public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership
- You are willing to devote the necessary time and effort to the role of trustee and can prepare well for board meetings
- You have good independent judgment and the ability to think creatively
- You are committed to open and constructive communication with the chair and vice chair in formulating direction and strategy

Note

It is a legal requirement that trustees of Friends of the Peak District and CPRE South Yorkshire are over the age of 18 and are not disqualified by law from being a trustee (for example as a result of unspent convictions for offences involving deception or dishonesty, by being an undischarged bankrupt or by being disqualified from being a company director). If you need more information, please contact the Chief Executive.

Organisational Structure

