



**Trustee Recruitment Pack – August 2024**

**Treasurer**

**Trustee for Volunteers and Leaders**

**Trustee for Members and Staff**

The board is currently looking to recruit up to four new trustees, in the following roles:

1. Treasurer
2. Trustee for Volunteers and Leaders
3. Trustee for Members and Staff
4. Trustee - Members' Representative

The members representative role has it's own separate recruitment pack and is for a fixed term of one year. This document is relevant to positions 1 – 3 above.

If you are interested in applying for one of the other Trustee positions please read all the documentation in the attached briefing.

What happens next for roles 1, 2, and 3:

1. Existing Trustees will assess the applicants and judge their suitability against the criteria set out in the brief. This will include an interview even if there is only one applicant.
2. Following interviews, the candidate to be recommended to the AGM will be chosen by the Trustees.
3. The candidates recommended will be asked to submit a manifesto that will be published with the AGM papers and to register their nomination with the Secretary by 10 September 2024.
4. At the AGM Members will vote for or against the appointment of each candidate. Candidates will be elected to the specific role that they have applied for.

These three posts are for a term of three years.

### **Frequently Asked Questions**

*What if a popular candidate isn't put forward to the AGM?*

- If the members believe a person is the best person for the job it is very unlikely that the Trustees would take a different view. The respect in which a candidate is held by members would be a strong factor in the decision-making process.

*If a candidate is not put forward by the Trustees can they still stand?*

- Yes. An eligible member could still stand. They would be standing without the support of the Trustees but they could still get over 50% of votes in their favour.

If you have any questions on the above process, or would like to learn more about the above roles please contact the secretary, Liam Russell, on [liam.russell@outdoorlads.com](mailto:liam.russell@outdoorlads.com)

## **How to apply for one of the trustee positions**

If you are interested in applying for any of the new Trustee positions, please read all the documentation in the attached briefing, including the role description and the collective responsibilities section.

To apply, you will need to email your application to [vacancies@outdoorlads.com](mailto:vacancies@outdoorlads.com) by 4pm on Friday 30<sup>th</sup> August 2024 – or ideally, earlier. Your application must include the following:

- Why are you applying? (no more than 400 words)
  - What skills and experience do you bring to the role?
  - How do your skills and experience help the Trustee Board meet the strategic aims of the charity?
- Your ODL username.
- The names (and user names) of two people who are nominating you. They must be full or concession members of OutdoorLads.
- A CV, LinkedIn profile or similar.

We will acknowledge your application and advise of next steps shortly afterwards. This will include an interview, online, during the week commencing 2 September 2024, for selected candidates.

The successful candidate will be recommended to the members to be voted in at the EGM.

## **The Essential Trustee Jigsaw & Governance Jigsaw (from the Charity Commission)**

The following two pages are taken from the Charity Commission's guidance, and included here as they quite succinctly explain the role and duties of trustees in charities. They are included here for information.

# The Essential Trustee

## 6 main duties



**Ensure your charity is carrying out its purposes for the public benefit**

**Comply with your charity's governing document and the law**



**Act in your charity's best interests**



**Ensure your charity is accountable**



**Manage your charity's resources responsibly**



**Act with reasonable care and skill**

# The Governance Jigsaw – The Essential Trustee (CC3)



## It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

## It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

## It's not about being:

- an expert - but you do need to take reasonable steps to find out

## It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

## It's not about:

- preserving the charity for its own sake
- serving personal interests

## It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

## It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

## It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden

## **Collective Responsibilities (common to all OutdoorLads Trustees)**

*Provide good governance and leadership by:*

- 1. Ensuring team delivery of organisational purpose*
- 2. Exercising effective control of the organisation*
- 3. Being open and accountable to our members setting a culture of integrity and pride*

Ensuring team delivery of organisational purpose by:

- Ensuring OutdoorLads maintains a clear mission and strategic direction, safeguarding our vision, values and reputation, and ensuring our organisational purposes – including wider social and community responsibilities (such as environmental impact) – remain relevant and valid.
- Fully understanding collective and individual roles, responsibilities, working effectively as a team to ensure the organisation's priorities are reflected in operational plans and budgets.
- Ensuring good two-way communication between the trustees, volunteer structure and staff team around organisational priorities.

Exercising effective control of the organisation by:

- Ensuring ODL is fully compliant with its legal duties, regulatory requirements, stewardship of assets, constitutional provision and structure, and able to respond appropriately to changes in the external environment.
- Maintaining good internal financial controls and management, along with a risk register.
- Develop, as required, and maintain line management, training and resources for supporting OutdoorLads' Board, staff team, volunteers and leaders to effectively organise great events.

Being open and accountable to our members setting a culture of integrity and pride by:

- Facilitating open communications informing members and external parties about ODLs' work and activities, listening and responding to views of members and partners.
- Ensuring a listening approach balanced with accessible and robust operating procedures, member policies and constructive handling of complaints.
- Holding an Annual General Meeting for members to approve accounts and audit in line with our constitutional duties, and to input to organisational strategy and direction.

## **Role description:**

### **Trustee for Members and Staff and Trustee for Volunteers and Leaders (two posts)**

*Will ensure that members, leaders and staff are at the heart of the long-term success of the Charity.*

#### **Context**

In the last 12 months 2,500 people went on an ODL event, led by 200 volunteers and supported by three staff. For the charity to continue to be successful it is essential that everyone involved is supported in the most suitable way: whether that is staff and leader training, mental health and well-being for members or our compliance with health and safety guidance.

#### **Responsibilities:**

- Provide professional leadership, support and development to office staff and volunteer community.
- Ensure that ODL complies with current regulations, accepted professional standards, policies and procedures and legislation.
- Take a lead role in building and strengthening our culture, ensuring that our values are upheld and that valuing volunteers is at the heart of the organisation.
- Execute a plan for diversity, equality, and inclusion that aligns with our values, strategy and commitments.
- Work with the regional co-ordinators and sub-committees to ensure sufficient leaders are recruited, supported, trained and motivated to deliver the events programme.
- Work with the Programme Manager, alongside subject matter experts, to ensure our volunteer leaders are assessed against the relevant qualification standards for the required events.

#### **Requirements:**

##### Essential:

- Experience in HR, leadership or people development.

##### Desirable

- Knowledge of the charitable / volunteering sector.
- Knowledge of event delivery in the outdoor sector.

Please also see the general requirements of a Trustee shown elsewhere.



## **Role description:**

### **Treasurer**

***Will provide financial advice and guidance to the Board, maintain budgetary oversight, manage accounts, and ensure compliance. Your oversight will ensure that our financial systems are effective and that our policies and processes follow good accounting practice, meet statutory requirements, and are transparent and accountable to the OutdoorLads Membership.***

#### **Context**

In the last 12 months 2,500 people went on an ODL event, led by 200 volunteers and supported by three staff. For the charity to continue to be successful it is essential that our finances remain healthy and stable for this work to continue. Appropriate investment of our funds should be made to strengthen the organisation's work in line with our vision, mission and values.

#### **Responsibilities:**

- Guide and advise fellow Trustees on the approval of budgets, accounts, and financial statements to assure the Board of the organisation's financial integrity.
- Oversee production and presentation of an annual budget, financial reports / returns, accounts, and alongside staff team.
- Work alongside the staff team to produce financial reports and advise on matters relating to the role.
- Ensure statutory accounts are properly filed with the appropriate authorities and annual returns are submitted promptly.
- Examine management accounts and budget and provide reports to the Board, ensuring fellow trustees are aware of financial obligations, risks, patterns, and trends.
- Provide assurance through monitoring financial health of the organisation, including use of reserves and investments, and maintain good relations with key financial stakeholders

#### **Requirements:**

##### Essential:

- Experience in the financial sector and familiarity with accounting procedures and requirements.

##### Desirable

- Knowledge of the charitable / volunteering sector, especially in relation to finance.
- Knowledge of current best practices in accounting and finance and statutory requirements for charities.

Please also see the general requirements of a Trustee shown elsewhere.

