



Trustee Recruitment Pack – August 2024

Representative Member Trustee

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 – Representative Member Trustee

Will ensure that the views of members are at the heart of the long-term strategy of the Charity.

Context

For this trustee position we're looking for people from a wide variety of backgrounds e.g, people with skills and knowledge in outdoor pursuits, outdoor leaders, volunteer leadership, finance and business, and accountancy and investment. Above all, we're looking for passion, fresh thinking and a hunger to get more of our community into the outdoors – especially those under-represented when it comes to outdoor pursuits.

This position is filled purely on a vote of eligible Members at an AGM. Any Full Member can stand, if more than one person puts themselves forward the person with the most votes is elected, through a first-past-the-post voting system. Unlike the other positions that are for three years, this post lasts for one year only but candidates can stand for re-election any number of times.

Responsibilities:

As well as the collective responsibilities that all Trustees hold, the successful candidate will be given additional responsibilities based on the skills and experience that they bring to the Board.

Requirements:

As this post is entirely decided upon by a Members' vote there are no specific requirements. However, as well as the general requirements of a Trustee shown elsewhere, you should be able to represent broad membership opinion when considering key strategic decisions taken by Trustees.

How to stand:

To stand, you will need to email your manifesto to vacancies@outdoorlads.com by 12 noon on Tuesday 10 September 2024. The date of the AGM is Saturday 21 September 2024 at 2pm in Manchester.

In your manifesto, please cover

- 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, who will be your proposer and seconder. They must be full or concession members, and they will need to e-mail vacancies@outdoorlads.com to confirm that they are

proposing / seconding you, by the same deadline of 12 noon on Tuesday 10 September 2024.

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

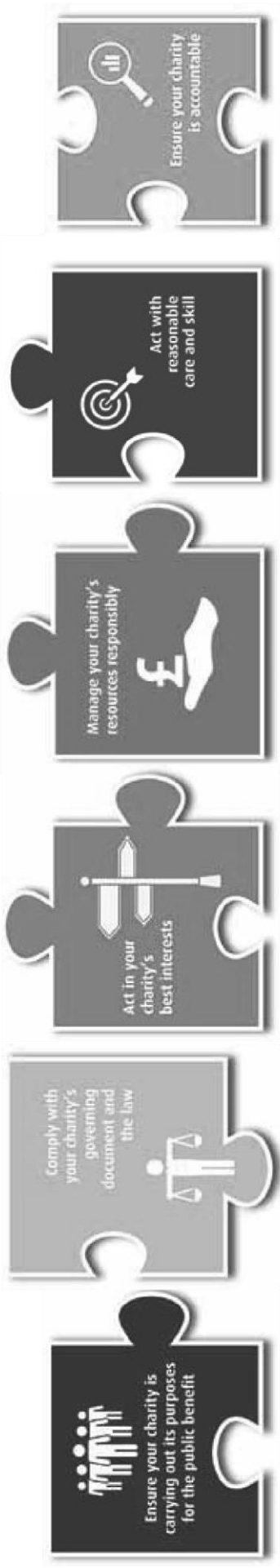


Manage your charity's resources responsibly



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