

ROLE DESCRIPTION

MEMBER OF THE BOARD OF TRUSTEES

Creative Youth Network (CYN) is a growing charity working with young people across the West of England. By building long lasting relationships, offering courses, support, drop ins and a range of arts and performance programmes we aim to help vulnerable young people be the best they can be.

CYN also owns and manages a number of properties from which it delivers its services.

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role

An excellent publication by the Charity Commission – The Essential Trustee - explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently. This can be downloaded from the Charity Commission webpage on GOV.UK website. www.gov.uk/government/organisations/charity-commission

CYN Trustees are volunteers with a passion for young people. The trustee role is unpaid but expenses incurred travelling to meetings can be claimed. A full induction is offered and trustees are expected to attend around 7 meetings a year along with a half day strategic planning session.

Names of all Trustees are available to the public following registration with Companies House and the Charity Commission. A Disclosure and Barring Service enhanced check is carried out for all trustees.

Currently we are seeking to recruit a number of trustees with a particular expertise in one of the following areas:- HR, Law, Building Management, Fundraising, Health and Safety and the Arts.

DUTIES

The duties of a trustee board member are to:

- Ensure that CYN complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that CYN pursues its objects as defined in its governing document
- Ensure CYN applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to CYN, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of CYN
- Ensure the financial stability of CYN.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiative

PERSON SPECIFICATION

Each trustee must have:

- A commitment to the mission of CYN
- A willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship - trustees are expected to complete a Fit and Proper Persons HMRC declaration.
- An ability to work effectively as a member of a team and to take decisions for the good of CYN

The Board of Trustees collectively needs skills and experience in the following areas:

- Working with young people from a variety of backgrounds.
- The arts and arts management in all it's forms
- Safeguarding young people
- Legal matters relating to the management of charities including Health and Safety
- Financial management, income generation and enterprise
- Public policy and public affairs
- Voluntary sector
- Marketing, communications and PR including digital strategy
- The management of physical assets, tenancies and hiring.
- Human resource management
- Funding and fundraising
- Collaborative partnerships
- Impact Measurement
- Contacts in all of the above that may benefit CYN

The Board currently needs additional trustees with skills and expertise in HR, Law, Building Management, Fundraising, Health and Safety and the Arts.

September 2021