



Nominees info pack

Trustee role description

WCVA Board of Trustees Election 2021

WHO WE ARE

Wales Council for Voluntary Action ([WCVA](#)) is the national membership body for voluntary organisations in Wales. In Wales, people have always come together voluntarily, not for money or because the law tells them to, but because they want to make a difference. That's why WCVA was formed. Our purpose is to enable voluntary organisations in Wales to make a bigger difference together.

As a national organisation, we focus on where we can make most difference at an all-Wales national level. We work closely with our County Voluntary Council partners, who perform a similar role at a local and regional level. We also work closely with sister organisations across the UK, Europe and internationally. Part of our national role is making those connections.

We connect people in the voluntary sector to each other and the outside world; enable them to achieve their goals by providing information, guidance, training and funding; and influence decision makers to ensure their voices are heard.

We are a part of [Third Sector Support Wales](#), a partnership with the 19 County Voluntary Councils with the shared goal of strengthening the

voluntary sector in Wales. We also work with partners from statutory and private organisations who share our values, and our network of members is constantly evolving.

We have just under 700 members. Our membership is made up of voluntary organisations across Wales. It includes an amazingly diverse mix of activity that runs right through our society. It includes charities, community associations, self-help groups, faith-based organisations, development trusts, social enterprises, co-operatives and mutual organisations. Our members are entitled to attend and vote at the Annual General Meetings.

WCVA receives its core funding from Welsh Government, as part of a joint funding agreement with the 19 County Voluntary Councils across Wales to deliver four pillars of activity (good governance, volunteering, sustainable funding and engagement and influencing).

THE ROLE OF TRUSTEE

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of WCVA. The trustee board must always act in the best interests of WCVA, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals. In addition to being a registered charity, WCVA is a company limited by guarantee, and WCVA trustees are registered as directors at Companies House.

The trustee board of 16 trustees comprises:

- Up to 12 elected trustees
- Up to four appointed trustees

The Trustee Board appoints the Chair, Vice Chair and Treasurer.

We currently have **seven** vacant places (to be elected by our members) on our Trustee Board.

DUTIES OF A TRUSTEE BOARD MEMBER

The Board of Trustees is the governing body of the organisation and is legally and financially responsible for the overall governance and strategic direction of WCVA, developing the organisation's aims, objectives and goals in accordance with its charitable objectives as set out in the [Articles of Association](#).

The duties of a trustee board member are to:

- ensure that WCVA complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that WCVA pursues its objects as defined in its governing document
- ensure WCVA 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 WCVA, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- safeguard the good name and values of WCVA
- ensure the financial stability of WCVA.

PERSON SPECIFICATION

Each trustee must have:

- a commitment to the mission of WCVA
- 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 and ability to remain independent of any influence from another organisation or individual
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- an ability to work effectively as a member of a team and to take decisions for the good of WCVA and its members
- a broad understanding of equalities issues and a keen interest in bringing communities together
- a commitment to ensure a customer focus is maintained in designing and running services
- an awareness of opportunities to develop work to meet WCVA's strategic goals and generate income appropriate to WCVA's objectives
- an awareness of and commitment to WCVA as a bilingual organisation. The ability to communicate in Welsh is desirable

To maintain the balance of skills and experience on the Board we are particularly interested to hear from applicants with skills and experience in the areas listed below. The skills and experience required can come from a diverse range of voluntary, personal and paid experiences.

- Governance

- Finance (all trustees will be required to have a minimal understanding of charity accounts and excellent training and support can be offered in respect of this)
- Volunteer recruitment and support
- Social investment and enterprise
- Membership development
- Equalities and human rights
- HR
- Legal
- Grant management
- Public policy
- ICT, digital infrastructure and applications

ELIGIBILITY

The Charity Commission specifies why some individuals can't act as charity trustees, to find out more visit [Charity Commission Guidance](#).

COMMITMENT

Please note that we are able to accommodate meetings online via video conferencing using Microsoft Teams (or other platform).

Trustees are expected to:

- attend an induction session (approx. 2 hrs) prior to their first Board meeting. This usually takes place in January
- attend all four Board meetings per year (approx. 2 hrs) held during office hours. The Board Away Day meeting in February is a full day meeting
- attend four Board working group meetings per year (1 ½ hrs each)
- support the development of WCVA by:
 - Joining one of the two sub-committees of the Board (where a vacancy exists)
 - Acting as Chair/Vice Chair on one of WCVA's grant/fund panels (where a vacancy exists)

- Supporting the senior management team with various pieces of work through task and finish groups as and when required
- attend the annual general meeting (AGM) of WCVA, which takes place during office hours in November. The venue alternates each year between South and North Wales. Some overnight stays may be required

EQUALITY AND DIVERSITY

WCVA is committed to equality and representing the full diversity of the community.

We have an internal group of staff and trustees who are supporting the development of equality and diversity for WCVA internally and externally. Our commitment includes the appointment of a member of staff (Equality, Diversity & Inclusion Officer), a Senior Management Team lead and a lead Trustee.

TERMS OF APPOINTMENT

Successful candidates will normally be appointed for a three-year term and can serve a maximum of nine years.

EXPENSES

Board membership is an unpaid voluntary role. Reasonable out of pocket expenses will be paid in line with WCVA's Travel and Subsistence policy. Some travelling and overnight stays may be required.

HOW TO APPLY

1. To apply for a place on the Board through the 2021 Board election process all candidates must be **nominated by a WCVA member** (the member must complete WCVA's Nomination form prior to you submitting an application. As soon as we receive a nomination for you, we will contact you via email.

2. Following receipt of your nomination you will be expected to submit the following:
 - a) CV including employment history or volunteering/lived experience if you have not been in paid employment and details of two referees.
 - b) Personal statement of not more than two pages, demonstrating how you think your skills and experience would enable you to fulfil the role of a Trustee.
 - c) A resume (200-word max) which will appear on WCVA's website during the election/ballot (outlining your skills and experience indicating why you wish to join WCVA's Trustee Board by answering the following question: **Why should WCVA's members vote for me to be a Trustee?**

If you would like to discuss the role further on an informal basis with Ruth Marks, Chief Executive please contact Tracey Lewis, Company Secretary by email tlewis@wcva.cymru or by telephone on 02920 431734 in the first instance.

TIMETABLE FOR CANDIDATES

Your CV, personal statement and resume (for display on our website) should reach WCVA **by 5 pm Friday 10 September 2021**. Applications can be made via email (tlewis@wcva.cymru) or by post to the following address:

Tracey Lewis (Company Secretary)
Wales Council for Voluntary Action
Baltic House,
Mount Stuart Square,
Cardiff, CF10 5FH

WCVA members will make the final decision through the ballot process* and at the AGM on 18 November 2021. WCVA reserves the right to undertake due diligence on all candidates.

***A ballot of our members will be required if there are more than seven shortlisted candidates.**