



**York Centre for Voluntary Service**  
15 Priory Street York YO1 6ET

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[www.yorkcvs.org.uk](http://www.yorkcvs.org.uk)

Thank you for your interest in becoming a trustee at York CVS.

### **What is York CVS?**

York CVS is a membership organisation. Since 1939, we have supported thousands of local charities, voluntary organisations and social enterprises to make a difference to people, communities and causes across the city of York.

We are a company limited by guarantee and a registered charity. Total expenditure in 2023-24 was just over £2 million.

We are based in a converted Victorian school in central York. We also provide office accommodation for local organisations and offer conference and meeting rooms for hire.

### **What do we do?**

York CVS works in four key areas:

- as a membership body for voluntary, community and social enterprise organisations (VCSOs), we bring together, support and represent VCSOs that are active in York
- we promote and celebrate volunteering
- we reduce inequality through social action
- we work alongside many other people and organisations to improve life in York.

Priorities for the five years 2021 to 2026 are to:

- support our members by providing information, advice, training, networking and representation
- promote volunteering of all kinds, from one-off opportunities to long-term links
- tackle poverty in York
- tackle loneliness and encourage a sense of community
- help people stay well and feel well.

To support our aims, we:

- promote equality, diversity and opportunities for all, in everything we do
- reach out to people with direct, first-hand experience and find the best ways to make a real and lasting difference: we co-design, co-produce, co-deliver and empower
- work in partnership: we can only deliver our plans by working closely with our members and with partners in the public and private sectors.

## About you

All trustees need good judgement, the ability to think creatively and a willingness to speak their mind. If that's you, please apply!

We are particularly keen to hear from you if you are eligible to be an elected member of our board of trustees – that is, if you currently work for one of our VCSO members as a member of staff, trustee or volunteer.

*Please apply by sending us your completed application form and CV, explaining why you would be our ideal candidate. If you would like to know what it's like to be a trustee at York CVS, then please email [pauline.milner@yorkcvs.org.uk](mailto:pauline.milner@yorkcvs.org.uk) who will set up a call with me.*

## Further information

Download our [Articles of Association](#) and our most recent [Annual Report and Accounts](#). Please see further information below on:

- Information for new trustees
- Roles and responsibilities of trustees

Find out more about York CVS at [www.yorkcvs.org.uk](http://www.yorkcvs.org.uk)

We look forward to hearing from you.

**David Harbourne**  
Chair, York CVS

**Closing date: Monday 14 October 2024**

## **INFORMATION FOR NEW TRUSTEES**

### **Trustees**

The board of trustees consists of between five and 12 elected members who serve for a three-year term, as well as up to five co-opted trustees who serve for a one year term. No trustee can serve for more than six years.

Our trustees play an essential governance role determining the focus and strategic direction and checking that the strategic aims are achieved.

A full trustee role description is attached below (pages 5-8). In general, the responsibilities of a trustee are to:

- Contribute actively to the board of trustees by giving firm strategic direction to York CVS – setting overall direction, defining goals, setting targets and performance against agreed targets;
- Ensure compliance with the governing document (the Articles of Association), charity law, company law and any other relevant legislation or regulations;
- Ensure resources are applied exclusively in pursuit of our organisational objectives;
- Ensure the financial stability of York CVS and the proper investment of the organisation's funds;
- Promote and develop York CVS to grow and maintain its relevance;
- Represent York CVS and act as an advocate for the organisation;
- Safeguard the good name and values of York CVS;
- Be collectively responsible for the actions of York CVS;
- Support and advise the Chief Executive;
- Declare any conflict of interest.

Trustees use their skills, knowledge and experience to help the board reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

## **Skills and experience**

Trustees need to show:

- Commitment to York CVS;
- Willingness to commit time for the role;
- Passion for the voluntary and community sector;
- Strategic vision and the ability to think creatively;
- Good, independent judgement;
- A willingness to speak their mind and ask hard questions, with care;
- An understanding of (or willingness to learn) the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team and to take decisions for the benefit of the CVS.

## **Meetings and time commitment**

Board meetings are held at least four times a year. Meetings take place at the Priory Street Centre and are usually held on Wednesdays from 5.30-7.30pm. Trustees are invited to attend our AGM in November or December and we also aim to have one or two evening trustees' development sessions per year. In addition some trustees work with individual CVS staff, connecting them with people and issues, providing advice and guidance, and chairing or facilitating working sessions. Five trustees also serve on our Resources Committee, which reports to the Board.

## **Current trustees**

- David Harbourne, Chair (co-opted)
- Katie Speed, Vice Chair (co-opted)
- Chloe Deyes (elected)
- Shamim Eimaan (elected)
- Jan Grey (elected)
- Rachel Hicks (elected)
- Lee Probert (co-opted)
- Kai Evangeline Tsao (elected)
- Ben Vulliamy (elected)
- Janet Wright (co-opted)



## **Roles and Responsibilities of Trustees**

The overall role of the board is to ensure the success of the organisation by collectively directing its affairs, meeting the legitimate interests of its members, beneficiaries, funders and other stakeholders.

Trustees need strategic vision, the ability to think creatively, good judgement and a willingness to speak their mind.

## **Legal Responsibility and Liability**

- York CVS is both a Company Limited by Guarantee and a Registered Charity. Board members are both charity trustees and company directors (hereafter referred to as trustees for simplicity). They must comply with both company law and charity law and all relevant statutory regulations.
- York CVS must also comply with other relevant legislation and regulation including but not limited to those concerning Health and Safety at Work, Employment, Equalities, Financial Management and Accounting.
- Trustee indemnity is outlined in the Articles and York CVS insurance policies.
- Being accountable to the organisation's membership, mainly through the annual general meeting (AGM) of members. At the AGM, the board present the Trustees Annual Report and Accounts for approval by members; auditors are appointed to ensure independent scrutiny of our work; new trustees are elected and members may propose resolutions, which if passed must be implemented by the board.
- Within the terms outlined in the Articles, the board determines the criteria for membership of York CVS, the application process and admission of new members.
- The board governs the organisation for the benefit of the public as laid out in its governing document, the Articles of Association, and in particular through the application of the Powers in pursuit of the Objects, both outlined in the Articles. The Articles take precedence over any other internal policies, procedures or guidelines should there be any conflict.

- Compliance with legislation is usually achieved through the adoption of internal policies, agreed by the board and their application through agreed procedures and in many cases further guidance and good practice.
- Individual legal liability is financially limited to 25 pence. This does not apply if trustees are deemed to have broken the law or acted negligently.

## **Strategy and Policy**

- Based upon the Objects set out in the Articles, the board sets the vision, values, mission and long-term strategy of the organisation. This includes setting out the aims of the organisation and a plan for how resources will be used to achieve the aims.
- Using the long-term strategy, the board agrees programmes of work and associated budgets over agreed timescales.
- This requires the development and review of policies to enable delivery of the work programmes.
- Strategic plans are informed by the current policy and operating environment at national, regional and local level.

## **Monitoring and Scrutiny**

- The board monitors the implementation of agreed plans, programmes of work and policies to ensure they are complying with the law and meeting the intended outcomes for members, beneficiaries, funders and other relevant stakeholders.
- Trustees need to develop a good knowledge of the workings of York CVS so they can make informed judgements about effectiveness, quality and outcomes.
- In particular trustees monitor and scrutinise the financial operation of the organisation, assuring themselves that we achieve value for money, comply with contracts and meet all accounting and legal requirements.
- The Board monitors, scrutinises and supports the work of the Chief Executive. The Chair conducts the Chief Executive's annual appraisal and reports the outcome to the Board.
- Trustees review the performance of the Chair in private and provide feedback at least once a year. A formal, written review is coordinated by the Vice Chair at least once every two years.
- The Chair carries out annual reviews with individual Trustees, which include discussing current and future time commitments.

- The Board regularly discusses its effectiveness and its ability to work together as a team, including individuals' motivations and expectations about behaviours. Trustees take time to understand each other's motivations to build trust within the Board and the Chair asks for feedback on how to create an environment where trustees can constructively challenge each other.
- The board needs to be aware of the delivery of services through employees, volunteers and other personnel, but operational management of staff is fully delegated to the Chief Executive and thereby other managers.
- The board maintains a risk register.
- The board approves key policies which are monitored and reviewed on a regular basis.
- The Board defines how equality, diversity and inclusion are important for York CVS, its operating environment and the delivery of its aims.

### **Arbitration**

- The board must, if required, act as final arbiter in matters concerning internal and external complaints, grievances or similar adjudications.

### **Board Delegation**

- As outlined in the Articles, the board may agree to delegate specific powers and areas of responsibility to the Chief Executive, sub-committees and Honorary Officers. The board reviews these delegated powers periodically and ensures it is fully satisfied with the exercise of such powers through regular reporting or other appropriate means. This includes receiving and scrutinising minutes of sub-committees, being mindful not to unnecessarily duplicate activity. Where appropriate sub-committees make recommendations for the board to consider.

### **Board Development**

- The whole board is responsible for its own development, self-assessment and renewal; for adopting best practice; and for assessing the value it adds to the organisation.
- The Board regularly assesses –
  - York CVS's approach to equality, diversity and inclusion, using available data and, where applicable, lived experience

- its own practice in relation to equality, diversity and inclusion.

### **Individual Responsibilities**

- All trustees share their legal responsibilities and duties as outlined above.
- Anyone nominated to be a trustee will be subject to a Disclosure and Barring Service (DBS) check. They will also be asked to sign a declaration of eligibility.
- Trustees are expected to act as positive ambassadors of York CVS and must not act in a way that brings the organisation into disrepute. They must not act as a representative of York CVS in a specific capacity or make statements to the media concerning York CVS unless agreed with the board.
- Trustees should act within the spirit of the values of York CVS and comply with the trustee code of conduct.

*Approved by the Board on 24 August 2022*