



Trustee Application Pack

2014

CONTENTS

Covering letter	2
The Organisation: Mission, Vision and History	3
Trustee Recruitment Policy Statement	4
Personal Attributes and Skills	4
Twelve Roles of a Trustee	5
General BATIGHOR Trustee Responsibilities	7
Duties of Chair, Vice Chair, Secretary and Treasurer	8
Trustee Nomination Guidance Notes	9
Trustee Nomination Form	10
AGM Jargon Buster	12

Dear Applicant,

Thank you for expressing an interest in the role of Trustee with the Batighor.

The Batighor has developed and grown over the last few years to facilitate services and fill gaps. With a building to manage and operations growing at a rapid speed, we need the leadership and guidance suited to such development and a Board who understand and are passionate about the third sector.

An effective Board needs a good mix of skills, knowledge and experience, drawn from a wide range of backgrounds. As well as requiring certain professional skills, the Board also relies on the commonsense and general experience of Trustees as BATIGHOR members and active citizens. The Committee has reviewed the particular skills and experience the Board requires in a Board Skills Audit. The board is particularly keen to be joined by members with HR and compliance, strategic business and marketing skills and strategic finance and fundraising experience.

You will find the following documents in this Pack:

- Background information on Batighor
- Role Descriptions and Person Specification
- Nominations Form and instructions on how to complete

For further information about the organisation, annual report and accounts please visit <http://www.batighor.org>

For further information and an informal chat, a confidential discussion can be arranged with the Chairman, Hasan Akon on chairman@batighor.org or 07861690196.

Batighor

Mission

The promotion of racial harmony for public benefit by:

- Promoting knowledge and mutual understanding between different racial, faith and cultural groups.
- Advancing education and raising awareness about different racial, faith and cultural groups.
- Working towards the elimination of discrimination on the grounds of race, faith and culture.

Vision

A strong, responsive, skilled, creative and diverse BME civil society, working together with other sectors, to meet the needs of the local population and communities in the most effective, comprehensive and sustainable way. Supporting frontline BME community groups and organisations with:

- the knowledge, skills and resources to run their activities
- the ability to network and collaborate
- learning and skills to ensure individuals meet their potential
- the capacity both to support and to reflect diversity
- the voice to influence strategic policies and programmes

BATIGHOR is now a charitable company, founded in 2004; an “umbrella” organisation that represents all the black and minority ethnic community groups and organisations that have organised themselves with constitutions, missions and visions. Research and first hand frontline experience has defined its vision for growth and infrastructure support and the BATIGHOR are ready to support the BME communities with infrastructure support, development work and capacity building. The BATIGHOR have also built strong relationships with many other service providers and agencies, assisting them to serve the communities more effectively.

Trustee Recruitment Policy Statement

Trustees are essential to the well being and effectiveness of the voluntary and community sector. Trustees have key responsibility for an organisation. They are in law, the guardians of its purpose and are expected to direct the strategy (working with staff where they exist); they have financial oversight, are responsible for resources, and are expected to ensure the organisation stays within the law. Good trustees therefore have an essential role in the effectiveness of organisations. When problems occur in voluntary and community organisations it often stems from poor governance.

Personal Attributes and Skills

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- An ability to think creatively
- A willingness to speak their mind but with respect for other's contribution
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Additional Skills

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication skills and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Knowledge of the type of work undertaken by BATIGHOR
- Previous experience and involvement within the voluntary sector

The board is particularly keen to be joined by members with HR and compliance, strategic business and marketing skills and strategic finance and fundraising experience.

The Twelve roles of a Trustee of BATIGHOR

Based on information from the NCVO website

1. Set and maintain vision, mission and values

The trustee board is responsible for establishing the purpose of the organisation. They are also responsible for guarding the ethos and values of the organisation.

2. Develop Strategy

Together, the trustee board and chief executive officer develop long-term strategy. Meeting agendas reflect the key points of the strategy to keep the organisation on track.

3. Establish and monitor policies

The trustee board creates policies to govern organisational activity. These cover guidance for staff, systems for reporting and monitoring, an ethical framework for everyone connected with the organisation and conduct of trustees and board business. Depending on the nature of the policy, the chief executive or other staff may develop and implement policy without consulting or notifying the board. Policies established by the chief executive or staff must support the organisational-wide policies established by the board. Ultimate policy-making responsibility belongs to the board.

4. Set up employment procedures

The trustee board creates comprehensive, fair and legal personnel policies. These protect the organisation and those who work for it. They cover recruitment, support, appraisal, remuneration and discipline. It also recruits and selects new trustee board members.

5. Ensure compliance with governing document

The governing document is the rulebook for the organisation. The trustees make sure it is followed. The organisation's activities must comply with the charitable objects.

6. Ensure accountability

The trustees ensure that the organisation fulfils accountability as required by law to The Charity Commission, Inland Revenue, Customs and Excise and the Registrar of Companies.

The organisation is also accountable to donors, beneficiaries, staff, volunteers and the general public. This means publishing annual reports and accounts.

7. Ensure compliance with the law

Trustees are responsible for checking that all the organisation's activities are legal.

8. Maintain proper fiscal oversight

The trustees are responsible for effectively managing the organisation's resources so it can meet its charitable objects. The trustee board:

- Secures sufficient resources to fulfil the mission
- Monitors spending in the best interests of the organisation
- Approves the annual financial statement and budget
- Protects the organisation against liability by providing insurance
- Seeks to minimise risk for the organisation
- Ensures legal compliance

9. Select and support the chief executive

The trustee board creates policy covering the employment of a chief executive. They also select and support the chief executive and review his/her performance.

10. Respect the role of staff

The trustee board recognises and respects the domain of staff responsibility. At the same time, it creates policy to guide staff activities and safeguard the interests of the organisation.

11. Maintain effective board performance

The trustee board holds productive meetings, has effective committees with adequate resources, engages in development activities, holds regular performance reviews, and works in partnership with consultants where necessary.

12. Promote the organisation

Through their own behaviour, their governance oversight and their activities on behalf of the organisation, trustees enhance and protect the reputation of their organisation. They are good ambassadors for the organisation.

Duties of the Chair

- Planning the annual cycle of board meetings
- Setting agendas for board meetings
- Chairing and facilitating board meetings
- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at functions, meetings and acting as a spokesperson as appropriate
- Where staff are employed:
 - Liaising with the chief executive to keep an overview of the organisations affairs and to provide support as appropriate
 - Leading the process of appraising the performance of the chief executive
 - Sitting on appointment and disciplinary panels
- Liaising with the chief executive to develop the board of trustees.
- Bringing impartiality and objectivity to decision-making
- Facilitating change and addressing conflict within the board and within the organisation, liaising with the chief executive to achieve this
- Prepare the annual report for the Annual General Meeting

Duties of the Vice-Chair

- The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair.

Duties of the Secretary

- Letting people know the time, date and place of the meetings
- Arranging the meeting venue if the BATIGHOR does not have one of their own
- Helping to prepare the agenda for meetings
- Keeping minutes, agendas and correspondence in accessible files
- Receiving and sending out Charity Commission correspondence on behalf of BATIGHOR
- Keeping an up to date list of members and details
- Producing, with other committee members a newsletter and web updates
- Keeping records of conflicts of interest

Duties of the Treasurer

- Keep a record of money received and issued from the account/s
- Pay bills and invoices
- Keep the Committee informed about the financial position of the BATIGHOR by presenting a financial report at committee meetings
- Prepare statements for the Annual General Meeting



Trustee Nomination Guidance Notes:

Every year we elect the board of trustees. All stand down at the end of term and some put themselves up for re-election. We have several committee members who have expressed their need to stand down and while we loathe seeing them go, we are in need of a trustee board to take the baton and continue all their hard work to see BATIGHOR successfully implement its business and strategic plans. We are keen to hear from dynamic individuals who have the skills, motivation, enthusiasm and commitment to drive the BATIGHOR at this strategic level. The board is particularly keen to be joined by members with HR and compliance, strategic business and marketing skills and strategic finance and fundraising experience.

This form must give details of the two persons consenting to the nomination and the person nominated (nominee). The persons making the nomination must be eligible and valid members of the Basingstoke Multicultural Forum. Note: All sections must be completed and forms must carry signatures, so they must be returned either by post or as a completed read-only pdf file.

Please use the attached nomination form. In addition to basic information, you are asked to provide a supporting statement (of no more than 150 words) setting out why you are seeking election as a Trustee and of how you support BATIGHOR's aims and objects that will be sent to BATIGHOR's members to help them decide which people to vote for in the Trustee election. Please also attach a CV that outlines your employment history, academic and professional qualifications.

Conflicts of Interest

The identification of a conflict of interest does not necessarily disqualify an individual from becoming a trustee of BATIGHOR. However, conflicts of interest must be declared and appropriately managed. Where conflicts of interest are sufficiently complex or potentially damaging to BATIGHOR's reputation or integrity then appointment to a position of governance in the organisation may be compromised. A Register of Interests is maintained by the Company Secretary who reports to Charities Commission on an annual basis on occasions where conflicts of interest have been declared.

2014 Trustee Nomination Form – Batighor

Full Name of Nominee:		Organisation:	
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Section A - Nomination

I wish to nominate the person above for election as a Trustee of the Basingstoke Multicultural Forum at the Annual General Meeting on **Saturday 1st August 2014**.

Name of proposer			
Title / Position			
Organisation:			
Telephone:		Email:	
Signature:		Date:	

Name of seconder			
Title / Position			
Organisation:			
Telephone:		Email:	
Signature:		Date:	

Section B - Consent and Compliance

To comply with Charity Commission requirements, we would ask you please to answer the following questions:

- Are you 18 or over? Yes/No
- Are you resident in the UK? Yes/No
- Have you an unspent conviction for an offence involving deception or dishonesty (theft, fare evasion, or falsely claiming benefit, for example)? Yes/No
- Have you defaulted on payments under county court administration orders? Y/N
- Have you ever been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement? Yes/No
- Have you been subject to a disqualification order under the Company Directors ACT 1986 or the Insolvency Act 1986? Yes/No

It is a criminal offence to act as a charity trustee while disqualified.

For further information please refer to the Charity Commission t <http://www.charity-commission.gov.uk/>

Please let us know of any interests or loyalties you may have which might conflict, or be perceived to conflict, with the duties and responsibilities of a BATIGHOR Trustee.

Section C – About You

Please tell us below why you would make a good trustee. (Maximum of 150 words)

Please also attach a CV that outlines your employment history, academic and professional qualifications.

A short biography of no more than 150 words is needed to include:

- *Outline of which particular skills you bring to the board that will help meet the BATIGHOR’s needs*
- *Relevant experience inside BATIGHOR or in any other organisation*
- *Qualifications and/or membership of professional bodies or other organisations*
- *Any additional interests, skills or experience relevant to the role*

And if you are standing for re-election, please

- *outline your achievement in the last governance year*

This information will be sent to BATIGHOR’s members to help them decide which people to vote for in the Trustee election.

I consent to the forgoing of the above nomination for election as a Trustee of the Basingstoke Multicultural Forum at the Annual General Meeting on **Sunday 17th August 2014**

Signed Date.....

Please return to: secretary@Batighor.org. or to Batighor, 211 Biscot Road, Luton, LU3 1AR by **Monday 11th August 2014**. Mark the header / envelope clearly **“NOMINATION”**.

AGM Jargon	
Word	Definition
Accounts	A report giving a general overview of the financial position of the organisation linked to SORP requirements
Agenda	The programme of business which must be dealt with by that meeting, in the order in which it is to be considered
Annual report	A report summarising the activities of a charity for the previous year
AGM	A meeting that is held every year to inform a group or association's members of previous and future activities and present the accounts.
Chair	To provide leadership to the Board and to ensure that trustees fulfill their duties and responsibilities for the proper governance of the charity
Charities Commission	The organization established by law as the regulator and registrar of charities in England and Wales
Chief Executive Officer	Responsible for the day to day management and implementation of strategy, including many day to day decision making powers
Committee/Board	The group of people responsible for supervising the affairs of an organisation.
Constitution	A document, produced by a group, that states its aims, objectives, membership, rules etc.
Charity trustee	Individuals (always volunteers) who manage the affairs of a charity. The 1993 Charities Act in England and Wales defines
Directors	Individuals who are appointed to the board under procedures contained in the company's Articles of Association. (Companies Limited by Guarantee only)
Honorary officers	Office-bearers are typically the Chairperson, Secretary, Treasurer, and perhaps their deputies. They are unpaid members of a governing body
Members	The people that make up the membership of your organisation
Minutes	The written record of an official proceeding
Notice	An announcement containing information about an event
Quorum	The minimum number of members required to be present at the AGM or decision making meeting if it is to be valid.
SORP	Statement of Recommended Practice that all charities must abide by
Treasurer	The person that prepare the annual statement of accounts for approval by the committee first and then for submission to the Annual General Meeting.
Vote	A formal expression of preference for a candidate for office or for a proposed resolution