



Elevate Your Impact: Deliver Change as a Trustee for North Herts & Stevenage CVS

The Role of a Trustee

Trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health and developing the organisation's aims, objectives and goals.

Trustees use their unique specific skills, knowledge, or experience to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, supporting working groups, providing advice and guidance on new initiatives, or other areas in which the trustee has special expertise.

Could You Be Our Newest Trustee?

We are looking to welcome two new trustees to join our organisation, making our full board of eight. You'd be part of a growing charity, with a key role in championing and supporting the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector in our locality.

You'll Benefit From

- **Meaningful Impact:** Contribute to the growth and success of an organisation dedicated to strengthening communities and uplifting those in need.
- **Professional Growth:** Enhance your leadership, financial management, and strategic decision-making skills, working alongside experienced professionals from various fields.
- **Networking Opportunities:** Connect with fellow Trustees, community leaders, and experts in the VCFSE sector, expanding your horizons and influence.

About Us: North Herts & Stevenage CVS

North Herts & Stevenage Centre for Voluntary Services (NH&SCVS) is a dynamic and impactful infrastructure charity dedicated to championing and supporting the voluntary, community, faith, and social enterprise sector (VCFSE). With a steadfast commitment to driving positive change, NH&SCVS provides essential support and resources to non-profit organisations, ensuring they operate efficiently, sustainably, and legally.

Valuing Inclusion and the Roles of Volunteers

At NH&SCVS, we firmly believe in the power of diversity and inclusion. As Trustee, you will champion these values, ensuring that our financial strategies uphold our commitment to equality and accessibility. Additionally, you will appreciate the invaluable contributions of our volunteers, recognizing their dedication and vital role in driving positive change within our community.

The Role: Trustee Responsibilities

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. the trust deed, constitution or memorandum and articles of association), charity law, company law, employment law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration and governance of the organisation, including having appropriate policies and procedures in place
- Understanding the responsibilities and liabilities of being a trustee
- Undertaking induction and relevant training as identified for the role
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive

Please note that this is a non-operational trustee role.

Skills and Qualities for a Trustee

- **Financial Acumen:** Ability to read and understand and ask questions on financial reports and budgets
- **Strategic Vision:** The ability to align financial strategies with NH&SCVS's mission, contributing to its sustainable growth and positive impact.
- **Analytical Thinker:** Proficiency in analysing complex financial data, identifying trends, and making informed decisions.
- **Collaborative Leadership:** A willingness to work as part of a diverse team, offering guidance and fostering a positive and inclusive organisational culture.
- **Commitment:** Willingness to devote the necessary time and effort required for the role

Accountability

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including service users, members, funders, the Charity Commission, and Companies House (and other regulators).

Time Commitment

- Four in person evening Board Meetings of 2 hours held quarterly at our Hitchin Office
- Time to read and understand Board Papers and associated documents prior to these meetings.
- A 6 weekly one-hour online meeting to attend either the Finance and Risk Committee or People and Culture Committee (dependent on your skill set and preference)
- Attendance at our AGM held during the last week of September.
- Attendance at our annual staff away day (full or part day in person event)

About Our Projects

As well as providing a range of information, services and support for voluntary and community groups, we also manage several local community projects across Hertfordshire. These are:

GoVolHerts

A countywide service providing information for those who want to volunteer, and for voluntary organisations looking to recruit, retain and manage volunteers.

Reach Out Hertfordshire

A project that provides companionship and practical support to older people who are medically vulnerable and at risk of hospital admission or have recently been discharged from hospital.

Community Transport

This vital service uses a dedicated team of volunteers who all use their own cars to transport passengers to healthcare appointments at hospitals, clinics and surgeries, in addition to dental appointments, day centres and exercise / physio classes etc.

Breakaway Playschemes

Our playschemes provide short term respite for parents and carers of children with additional needs. They offer stimulating play and quality care, tailored to meet the needs of children and young people aged 5-19 in Hertfordshire.

Staying Connected

This project seeks to eradicate digital poverty throughout Hertfordshire. Unwanted devices, such as laptops and tablets, are being donated across Hertfordshire to help vulnerable people get online and stay connected with the support of a trained volunteers.

Practical Partners

This is a project in partnership with Hertfordshire County Council to support young people in care and care leavers to make a successful transition into adulthood. By matching young care leavers aged 16 – 25 with a trained volunteer champion, we offer support and guidance to help them in their journey to adulthood.

VCFSE Support

We offer a membership package for VCFSE groups operating in or serving North Herts and/or Stevenage. Our support is wide-ranging and includes support and guidance on funding, governance, training, volunteer recruitment and much more.

Join Our Transformative Journey

Embark on a fulfilling journey as a trustee on the Board at NH&SCVS, where your expertise and visionary leadership will shape the future of our organisation. Be a driving force in fostering social progress, empowering non-profit organisations, and leaving a lasting legacy of positive change.

We have identified that our organisation will particularly benefit from skills in fundraising, marketing, HR and an understanding of the challenges around the running of a small charity that is growing. We are also fully committed to increasing the diversity of our board.