



Volunteering as a Trustee for Richmond CVS

November 2018

About Richmond CVS

Richmond CVS (Richmond Council for Voluntary Service) is the membership body for voluntary and community groups in Richmond, providing leadership, infrastructure and capacity building support.

Our Vision

Richmond CVS's Vision is of strong, vibrant communities that are open, inclusive and at the heart of local life.

Our Mission

Richmond CVS's Mission is to provide strong effective leadership to:

- Work for the community, supporting a robust and sustainable voluntary sector which provides locally needed quality services
- Facilitate positive partnership working
- Strengthen, support and enable volunteering and community action
- Empower community groups and individuals to influence and contribute to their community

We are an independent organisation, a registered charity and a Company Limited by Guarantee. Membership of Richmond CVS is open to charitable, voluntary and community groups working in the borough of Richmond upon Thames. The Board of Trustees is elected by our members.

We receive grants and fees from a wide range of bodies and use these to achieve our charitable objectives, delivering a range of services in support of member organisations and the voluntary sector as a whole.

Active within the borough are approximately 800 voluntary groups and registered charities.



Graphic courtesy of LB Richmond Council

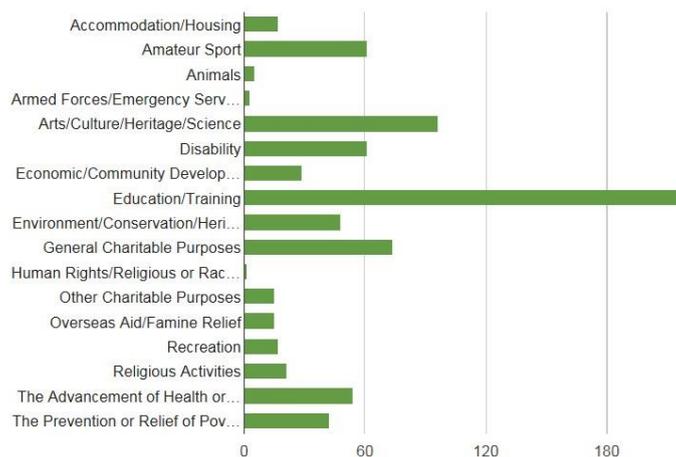
There are also estimated to be 18,495 volunteers in Richmond, delivering 28,031 hours of volunteering a week. This brings the estimated value of volunteering to £41m per year (Richmond Council and Voluntary Sector Working in Partnership: Our Approach, 2016).

What areas do these charities work in? (number of organisations)

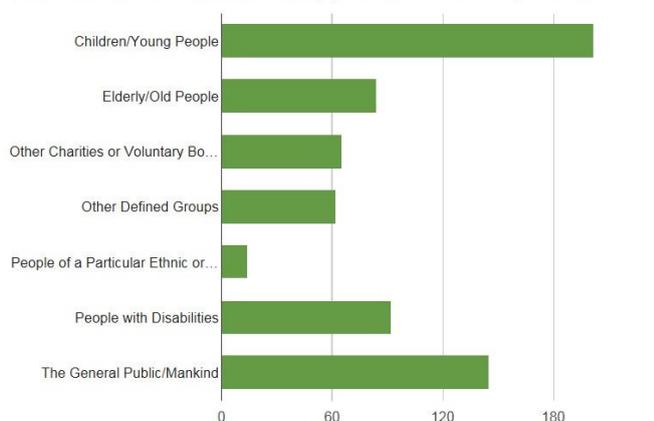
This chart shows the thematic area that the selected charities work in. The chart uses categories based on information supplied to the Charity Commission in charities' annual returns.

The largest group of charities in Richmond upon Thames is the Education/Training, with 219 charities operating in this area.

As charities can tick more than one area, the totals sum to greater than the number of charities



Who do these charities support? (number of organisations)



This chart shows the beneficiaries that the selected charities support. The chart uses beneficiary categories based on information supplied to the Charity Commission in charities' annual returns.

The largest group of charities in Richmond upon Thames is Children/Young People, with 202 charities supporting these beneficiaries.

As charities can tick more than one beneficiary group, the totals sum to greater than the number of charities

Richmond CVS - Our Services

Richmond CVS deliver the three main London Borough of Richmond upon Thames (LBRuT) infrastructure contracts to support the voluntary sector. Our Strategic Leadership, Representation and Voice work brings the voluntary sector together to jointly plan and collaborate on local need.

We provide Capacity Building and Infrastructure support to local voluntary groups through training, consultancy and one-to-one work increasing the capacity, quality and skills of the sector to meet local need.

We also deliver a local Volunteer Service, matching individual volunteers with organisations who need them as well as supporting voluntary organisations to effectively support, supervise and manage their volunteer base. We work with Richmond and Hillcroft Adult & Community College to deliver these services.

Richmond CVS also delivers services for other commissioning bodies, including the local Clinical Commissioning Group (CCG) and Achieving for Children (a partnership between LBRuT and Royal Borough of Kingston upon Thames to provide Children's services). Other discrete pieces of work have recently been funded by the City Bridge Trust and Big Lottery.

Richmond CVS - Our Board and Team

The Richmond CVS Board meets 6 times a year in the evenings at RCVS's offices and Sub-Committees meet quarterly at times to suit committee members.

Current Trustees are:

Ian Mansfield (Chair)

Miranda Lewis

Paulo Leitao

Caroline Spicer (Vice Chair)

Nicole Potulski

Nigel McEwen

The Richmond CVS team consists of a Director who is answerable to the Board and seven skilled members of staff who deliver our services, as well as a number of volunteers. Most staff are part-time. Finance and HR functions are outsourced.

Richmond CVS is based at Richmond and Hillcroft Adult & Community College a short walk from Richmond station, however much of our work is delivered across the borough.

Trustee – Richmond CVS

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although out of pocket expenses for standard travel may be claimed.
Location	Within the London Borough of Richmond Upon Thames
Time commitment:	Up to 6 Board meetings (2.5 - 3 hours each) per year plus one away day session. The Trustee is also expected to attend up to 4 (quarterly) Sub Committee meetings.
Reporting to	Chair, Richmond CVS Board of Trustees

Objective

Trustees will oversee the effective governance, business development and strategic direction of the charity in line with good practice and in accordance with the governing document and legal requirements. Trustees will ensure that effective governance, risk and financial procedures are put in place, that they are complied with and that they are appropriate for the charity.

Person specification

The Board of Trustees are particularly looking for Trustees with experience of the **local community** and / or skills and knowledge in marketing, communications, sales and financial services.

The Board are also particularly looking for Trustees with senior-level experience within the **voluntary sector** in Richmond or neighbouring boroughs.

Responsibilities

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience:

Individuals are sought who have a strong empathy with our mission, combined with an in-depth understanding of our work and ambitions are particularly sought.

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Confidence to question and challenge when appropriate
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Richmond CVS fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Richmond CVS will provide induction and support to all new trustees.

General Information

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document – the articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive and monitor his or her performance.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Source: NCVO, Charity Commission

Richmond CVS Trustee Application Process

Individuals interested in becoming Trustees of Richmond CVS will initially meet informally with the Director or Chair.

Following this, individuals will be invited to an interview with the Chair and other Trustees and assessed alongside the Richmond CVS Trustee skills audit, Trustee role description and person specification.

Candidates who are invited to proceed with the recruitment process will be invited to attend a Board Meeting and then if approved by the Board will be co-opted onto the Board.

Trustees will complete a Declaration of Interest form and Company House Appointment of Company Director form.

At the next AGM, all co-opted Trustees will be formally elected onto the Board by Richmond CVS members.

Richmond CVS Contact details

In the first instance, please contact Richmond CVS's Director

as below: Kathryn Williamson – Director

Richmond CVS
RHACC, Parkshot, Richmond TW9 2RE

Tel. 020 8843 7945

Email: kathrynw@richmondcv.org.uk

Richmond CVS

www.richmondcv.org.uk

Company No. 3730089. Registered Charity No. 1075259