

## Lunch Positive Trustee Recruitment 2018 – Application Process

You are invited to apply to become a trustee by providing a Personal Statement in writing on no more than two sides of A4 paper, indicating the following:

Why you are interested in joining Lunch Positive and the Board of Trustees, and demonstrating that you could make an effective contribution to the governance of the charity. You should include details of your particular skills, knowledge, achievements, training and experience.

Please include a name and address of one referee who can vouch for your relevant experience, knowledge and skills. We will take up references for all those invited to become trustees.

Your Personal Statement should be returned, preferably by email to [trustees@lunchpositive.org](mailto:trustees@lunchpositive.org)

Alternatively, please post this to:

Lunch Positive Community Base 113 Queens Road Brighton BN1 3XG

### Skills Audit

In order to ensure the Board has a balance of skills and to identify where its strengths and weaknesses lay, please complete the Skills Audit form at the end of this document and return the Skills Audit with your Personal Statement. This Skills Audit will be discussed with you as part of the recruitment process and is a useful tool in identifying how we progress with the on-going work of the Board, and to identify any information or training which is required to keep Trustees knowledge up-to-date. We recognise that the Skills Audit goes into quite a lot of detail, and thank you for the time given to complete this.

**The following points are intended to help you make your application as effective as possible:**

- Consider the attached Role Description.
- Visit the Lunch Positive website at [www.lunchpositive.org](http://www.lunchpositive.org)
- Visit the Charity Commission website [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) and view the reports and information held for Lunch Positive Charity Number 1137186.  
PLEASE NOTE: Lunch Positive is currently in the process of changing our legal structure from being one of a Registered Charity, to one of both a Company & Registered Charity. The Charity Commission entry to which you are directed here is for our current structure and should be used to understand the scope of our work and inform what may be required through trusteeship. When our current charity structure changes in late 2018, all current and newly recruited trustees will become trustees of the new Company & Registered Charity.
- Think about the extent to which you possess the experience, skills and knowledge necessary to become a trustee.
  - Remember to consider relevant experience, skills and knowledge acquired outside of paid work; for example, experience gained from community or voluntary work.
  - Remind yourself of your qualities and skills that you may take for granted.
  - Keep a copy of your application for your own records.

*If you have a disability that makes writing difficult or impossible, it is possible for your application to be made in a different way. If this applies to you, please contact us. Our phone number is 07846 464384.*

### Induction for trustees

Trustees will be fully inducted once appointed. Induction will include issue of relevant documents & information and discussion on subjects which both the Board and applicants consider important. Induction will include issue of recent minutes of Board Meetings, information from accounts and financial review, funding applications, monitoring & evaluation, and business plans.

The on-going work of the Board will then be planned collectively with consideration of individual's knowledge, skills, any training required and availabilities.

## **Lunch Positive Trustee Role Description**

### **The overall purpose of the trustee role is:**

- To ensure that the charity pursues its charitable objects, complies with its Deed of Trust, charity law and any other relevant legislation or regulation.
- To protect and manage the charities funds & assets.
- To safeguard the good name and values of the charity.
- To contribute actively to the Board in giving strategic direction, defining goals and enabling resources, setting targets and evaluating performance against agreed targets.
- To use any specific skills, knowledge or experience to help the Board reach sound decisions. This may involve leading discussion, focusing on key issues, providing advice and guidance, evaluation or undertaking other tasks or responsibilities in which the trustee has special expertise.

### **In undertaking the role:**

The term of office for which trustees are appointed is usually from 1 year to 3 years

Trustees are expected to attend a minimum of two Board meetings during the course of each fiscal year, and to undertake agreed duties and responsibilities as required throughout the course of their appointment.

Trustees are expected to maintain cooperative & respectful working relationships whilst working together on the Board; and to have regard for updating their own knowledge & competencies, also participating in training as required.

Trustees are expected to contribute to setting policy, policy audit, and policy writing where necessary.

Trustees may be expected to undertake either as an individual or with other trustees, various responsibilities, projects and tasks in accordance with their skills, knowledge, ability and availability.

Trustees may be expected to contribute to recruitment & selection processes, funding and income generation administration & activities, to represent the charity at events, and where necessary to contribute to some of the administrative tasks related to the running of the charity.

It is anticipated that a strong focus of the Board will be to contribute towards increased strategic business planning, including the securing of longer term funding for service delivery, development of the charity's plans to establish our own premises, community fundraising, and trading to raise funds. The Board will plan and agree the responsibilities and tasks required to achieve these and other aims.

## **Lunch Positive Trustee Person Specification**

### **Essential**

A commitment to the mission and values of Lunch Positive, being able to act with integrity, objectivity, openness and honesty.

Ability to work effectively as part of a team that makes collective strategic decisions.

Willingness to give the minimum time commitment required.

A commitment to equal opportunities.

Ability and commitment to take on specific tasks and projects.

Good verbal and written communication skills.

Be committed to acquire knowledge of the legal duties, responsibilities and liabilities of trusteeship and trustee skills and to attend periodic training where required.

A basic understanding of HIV and how it affects individuals lives.

Have a good understanding of the concept of professional boundaries and confidentiality.

### **Desirable**

Knowledge and experience of one or more of the following:

HIV medicine, nutrition, women and families living with HIV, BAME communities, mental health, social welfare, organisational management, human resources, accountancy, commercial property conveyancing, commercial or third sector catering industries, the voluntary sector, the business sector, the statutory sector.

# A Simple Skills Audit

It is key for an organisation to know what skills and knowledge its board members have. A skills audit is a process used to identify the skill gaps in an organisation.

This document should be filled out by each applicant / member of the board to identify the skills they bring to the organisation. This resource is produced by TrusteeWorks and may be freely copied and adapted for use by charities and not for profit organisations.

## Name

Skill/expertise/knowledge/qualification	✓ ✗	How would you contribute your skills, experience or qualifications to the Board?
Administration		
Board/committee experience		
Campaigning		
Change Management		
Charity/voluntary organisation governance		
Conflict resolution		
Customer Care		
Enterprise/business development		
Facilitating meetings		
Finance		
Fundraising		
HR/Training		
Income generation		
Influencing		
IT/Systems		
Leadership		
Legal		
Listening		
Marketing		

People Management		
PR/communications		
Project Management		
Property		
Relationship Management		
Service user/beneficiary of the organisation		
Team development		
Voluntary Sector Experience		
Other (Specialist experience or qualifications relevant to voluntary organisation e.g. medical, campaigning, advice)		