

Lunch Positive Trustee Recruitment – 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

Alternatively, please post this to:

Lunch Positive Community Base 113 Queen's 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 attached Skills Audit form and return this 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
A copy of our most recent project evaluation is viewable on the 'What's Happening' section of the home page entitled 'Service to the Community'.
- Visit the Charity Commission website www.charitycommission.gov.uk and view the reports and information held for Lunch Positive Charity Number 1137186.
- 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 1 year (this period is planned for review as part of the Boards work for 2013-14).

Trustees are expected to attend a minimum of two Board meetings during the course of each operating 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 during 2013-14 and 2014-15 a strong focus of the Board will be to contribute towards the success of securing longer term funding and increased sustainability of the lunch club project. The Board will plan and agree the responsibilities and tasks required to achieve these 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 confidentiality.

Desirable

Knowledge and experience of one or more of the following:

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