GOVAN COMMUNITY PROJECT

Building Hope













TRUSTEE RECRUITMENT PACK

INTRODUCTION

Thank you for showing your interest in joining Govan Community's Board of Trustees.

This year GCP celebrates 25 years of providing a safe, welcoming space for people seeking asylum and refugees in Glasgow, providing a holistic range of services which support individuals seeking safety and rebuilding their lives in Glasgow.

We are currently recruiting for some new Trustees to further diversify the skillset and experience within our Board. This recruitment comes at an exciting time for GCP as we celebrate our current milestone but are also looking towards the future growth and development of the organisation.

We are looking for new Trustees who can contribute on average 2 - 6 hours per month to support the future growth and sustainability of the organisation whilst ensuring that our governance remains community led and reflective of the needs of the communities we support.

You do not need to have previous experience of being a Trustee. We will provide induction, training and ongoing development and support. What is important is that you share our values and are able to be present and contribute your skills, knowledge and experience to our collective decision making and strategic planning processes.

We have some exciting plans ahead of us and are about to start the journey of developing our next strategic plan so it really is a perfect time to join us on our journey.

All of our trustees share collaborative responsibility for the overall governance of the charity, but we would be particularly keen to hear from potential trustees with the skills and experience or interest in developing into exeuctive trustee roles such as Treasurer, Secretary and Vice Chair. These roles do not hold any individual decision making powers but do take on some additional collaborative responsibilities as part of the Board Executive team, ensuring tasks undertaken between meetings are progresed. These roles may require an increased time commitment over other trustee roles from time to time. ***Please see role descriptions at the end of the pack for more detail.***

We particularly want to hear from people with experience in financial management, business growth and development, HR/employment compliance and people with experience of the charity sector, in either work or voluntary capacities.

We look forward to hearing from you.

Victoria Bowes,
Chair, Board of Trustees

MORE ABOUT US

OUR VISION

We live in a community that is fair and inclusive, allowing all to flourish and contribute to Scottish society.

OUR MISSION

Working in solidarity with people seeking asylum and refugees to achieve social justice, build community and support people to flourish

OUR VALUES

DIGNITY
We treat everyone with dignity, reconsiing this is the foundation of our approach and practice in everything we do

RESPECT
We treat everyone with respect in our actions and our communications with one another

EQUALITY
We recognise that people and communities face various inequalities in society and we cactively address these through our actions, pledging to establish a society that is equitable and fair. As an organisation, we are committed towards anti racism practices.

INTEGRITY
Our work has integrity – we are accountable to our members, funders and principles of professional practice

TRUST
We trust one another and seek to foster trust across communities. In so doing we support inclusion, in tegration an dparticipation in Scottish society.

COLLABORATION
We work with communities and organisations across Scottish society, regoconsing an dutiliising skills, experience and knowledge of indiviiduals and organisations comiteed to fairness and equality

WHAT WE DO

Or work is informed by and reactive to the hostile policy environment of immigration and how it impacts on individuals and families living in our communities.

The main focus of our community support and engagement activity is the Greater Govan area, however our anti destitution support provides high quality advice and support to people based across Glasgow and beyond.

Our experts by experience groups and staff contribute through networks and campaigning to inform and influence policy and practice at local and national level.

The services we currently offer include:

Advice & Advocacy Services **Community Meals**

Practical Food Support (pantry vouchers/supermarket vouchers)

Peer Support Groups **ESOL Classes**

Homework Club **Mental Health Support**

Volunteering Opportunities

Experts by Experience Group

Bike Library **Digital Inclusion Support**

Campaigning and Influencing

Voiceover Intepreting Services

We currently support over 1,000 people a year and the holistic nature of our services ensures people can access the right support at the right time for them.

BEING A TRUSTEE

Trustees jointly hold overall governance responsibility for the charity which includes compliance with health and safety , employment and charity law legislation.

All of our trustee roles are voluntary positions.

The Board of Trustees come together once a month for a mixture of business meetings and trustee development sessions. The sessions last approximately 2 hours. Whilst we can offer hybrid meetings, we do prefer to meet face to face as we feel discussions and teambuilding within the Board benefit greatly from face to face interactions.

Business meetings are held every 2 months, usually early evening. At these meetings, trustees will review organisational finances, human resources issues, operational updates on service delivery and development provided by the Senior Management Team,review and approve changes/additions to internal policies and review risks and opportunities presented to the organisation by changes in the external policy environment.

Board development sessions take place in the alternate months when we do not have a business meeting and will focus on skills development, mandiatory training and teambuilding for the Board. Development sessions are informed by training needs identified by individual members, plus some required training such as safeguarding.

The time commitment required for attendance at meetings is a minimum of 4 - 6 hours per month which includes 2 hours per month to attend a meeting and some time for responding to correspondence and any preparatory reading required prior to business meetings.

Trustees will also be required to be available for our annual general meeting which is normally an early evening event once per year requiring a commitment of 1 - 2 hours.

The trustees will host a 6 monthly session with the staff team to enable the staff and trustees to get to know each other, highlight the great work the team deliver and to share challenges experienced by the team to ensure the board have an understanding of the service delivery they are responsible for.

Trustees may also be required to attend and annual organisational development day which would require a daytime, weekday commitment of a minimum of 4 hours.

There may be the requirement to join occasional short time working groups but this additional commitment would be optional.

There is also an optional commitment to attend community events. This is not mandatory, but highly recommended.

Following probationary period there will be the opportunity to train/shadow with a view to developing additional responsibilities in board executive roles.

ELIGIBILITY

To become a trustee, you must be legally eligible to act as a charity trustee and will be required to complete an ID verification process with Companies House, and must be aged 16 or over to ensure there are no issued with any legal obligations on Trustees.

Trustees roles are subject to a satisfactory PVG (protection of vulnerable groups) application.

TRUSTEE ROLES TIME COMMITMENT

ROLE: TRUSTEE

TIME COMMITMENT:
The role of Trustee will require a regular time commitment as follows:

Business Meetings:
commitment of time to pre-read all Board Papers
Minimum of 2 hours meeting attendance every 2 months.
Commitment to attend annual general meeting

Board Development/Training:
Minimum of 2 hours meeting attendance every 2 months
Ad-hoc availability for training as required
Potentially full day commitment once a year for strategy/planning away day

Working Groups (IF REQUIRED)
varied commitment requirements to contribute to short life working/planning groups if required

Correspondence:
Willing to commit time to read/respond to correspondence in between meetings if required.

An initial additional time commitment of 3 hours will be expected for taking part in trustee induction training

ROLE OBJECTIVE

The role of trustee is a crucial role within the organisation, carrying legal and financial responsibilities, which will require time and commitment.

Trustees hold joint and individual responsibility to ensure the organisation fulfils its responsibilities to beneficiaries, and delivers on the charities vision, mission and values. Trustees must individually take responsibility to ensure they understand the Board of Trustee's responsibilities in relation to compliance with company/charity law and legislation.

A full role description will be provided following initial enquiry.

TRUSTEE ROLES TIME COMMITMENT

ROLE: TREASURER

TIME COMMITMENT:
The role of Treasurer will require a regular time commitment as follows:

Finance Overview
Monthly meeting wth Chief Executive, Finance Assistant 1 hour maximum
Quarterly meeting wtih external accountant 1 hour maximum

Business Meetings:
commitment of time to pre-read all Board Papers
Minimum of 2 hours meeting attendance every 2 months.
Commitment to attend annual general meeting
Preparation of bi monthly finance update for Board - 1 hour

Board Development/Training:
Minimum of 2 hours meeting attendance every 2 months
Ad-hoc availability for training as required
Potentially full day commitment once a year for strategy/planning away day

Working Groups (IF REQUIRED)
varied commitment requirements to contribute to short life working/planning groups if required

Correspondence:
Willing to commit time to read/respond to correspondence in between meetings if required.

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ROLE OBJECTIVE

The role of Treasurer is a crucial role with the Board of Trustees, carrying legal and financial responsibilities, which will require time and commitment.

The Treasurer will be responsible for overseeing the organisation's compliance with financial reporting and charity legislation and the solvency of the charity. Working with the Head of Charity and Finance Officer to ensure regular financial reporting to the Board and supporting the Board of Trustees to examine and understand financial reports.

A full role description will be provided following initial enquiry.

RECRUITMENT PROCESS

Initial expression of interest via email to the Chair of the Board of Trustees

Submit a personal statement detailing experience and reason for interest in Trustee position (audio /video submissions also accepted for accessibility)

Structured online interview with Chair, Chief Executive and at least 1 other trustee

Selected candidates invited to attend Board meeting

Induction training successfully attended

6 month probationary period (3 business meetings)

Formally appointed on companies house following probationary review with Chair

WHAT YOU CAN EXPECT FROM US

Volunteer Expenses

All trustee positions are volunteer positions and volunteer expenses will be paid to cover travel costs in line with our volunteer expenses policy which would be provided to you at induction. Subsistence is also payable for any events over 3 hours where food is not provided.

Inclusion Support

Our board meetings currently happen in our office in a room on the first floor however if any potential trustee's have accessibility requirements we would arrange an alternative venue for meetings. To support digital inclusion, any Trustees who require it will be provided with the loan of a chromebook if required, for the duration of their time on the Board, along with data support if required.

Language Support

Due to the level of information provided, ideally Trustees will have a suitable level of English language skills to be able to take part in board discussions, however language support can be provided if required.

Mentoring

All new trustees will be provided with a Trustee buddy for the first 6 months of their time on the board to ensure you feel supported and included.

Training and Development

All new trustees will be provided with induction training and access to other training relevant to the role of Trustee. The Chair of the Board of Trustees will meet with all new trustees individually to look at what individual training and support needs you have.

INTERESTED IN JOINING US?

If you are interested in the role of Trustee with Govan Community Project, in the first instance contact our Chair, Victoria Bowes by email at Victoria@govancommunityproject.org.uk

Our trustees are not office based, and giving their time voluntary, so if you would prefer to make contact by telephone to find out more, please call Traci on 07443694017 who can provide you with more information, and put you in contact with Victoria our Chair.

Following any expression of interest, our Chair, Victoria will contact you to arrange an initial meeting to allow you to find out more about the role, hear more about the recruitment process we are undertaking, and explore whether it feels like a good fit between your skills, and the organisation's requirements and what happens next.

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