



Term of Office

Trustees are elected to serve an initial three year term and are eligible for re-appointment for an additional consecutive term of three years. In exceptional circumstances or when particular skills are an ongoing requirement, this may be longer. No Trustee may serve for a period exceeding nine years.

Co-opted Trustees are appointed for up to one year (to the date of the next AGM) and then have the option of standing for election for up to two further three-year periods.

Accountable to

The Trustees of Community First Yorkshire.

Responsibilities

- To undertake the responsibilities and duties of a Trustee of Community First Yorkshire
- To comply with the statutory duties of a Trustee (see Appendix 1).

Main functions

- To serve as a Trustee of Community First Yorkshire and attend meetings of the Board, AGM and General Meetings
- To represent and promote the work of Community First Yorkshire to members and other organisations, potential partners and funders, local government, other stakeholders and the general public as appropriate
- To reflect the interests of the voluntary, community and social enterprise (VCSE) sector, member organisations and rural communities in the management and direction of Community First Yorkshire
- To use any specific skills, knowledge, expertise or experience to assist Community First Yorkshire's Board in achieving sound decisions. This will necessitate:
 - reading and scrutinising Board documents and papers (in good time before meetings)
 - leading or participating in discussions, focusing on key issues, providing advice and guidance (based on individual specific expertise) on new initiatives or other issues
 - disseminating accurate information.

Expenses

A Trustee may be paid all reasonable travelling and other expenses properly incurred in connection with their attendance at meetings or other discharge of their duties, but otherwise shall not be paid remuneration.





**Community First
Yorkshire**

TRUSTEE ROLE DESCRIPTION

Skills, abilities and personal qualities required by all Community First Yorkshire Trustees

To serve as a Trustee for Community First Yorkshire, an individual needs to demonstrate the following skills, abilities and personal qualities:

- a commitment to working in the best interests of Community First Yorkshire as an organisation
- an understanding of issues relating to voluntary sector organisations and /or rural community development
- a willingness and ability to devote the necessary time and effort to their duties as a Trustee of Community First Yorkshire
- integrity, objectivity, creativity, strategic vision and good, independent non-political judgement
- the ability to work effectively as a member of a team
- a willingness to undertake training, self-assessment and external assessment
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to recognise conflicts of interest
- a willingness to speak their mind
- use electronic communication methods where appropriate, including social media.

How to get in touch

If you would like to be considered to join our Board, please send a copy of your CV and an email outlining why you're interested in becoming a Trustee, highlighting how your qualities, experience and skills fit with the requirement of the role to [Jill Wynne](#). Please use no more than 800 words and title your email 'Trustee Application'.

Alternatively, if you would prefer to submit an application in a different format e.g. video recording, please let us know. We are keen to hear from anyone who may be interested in applying and don't want the application process to be a barrier.

If you require any support with submitting your application, please do get in touch.



**Community First
Yorkshire**

Registered Charity no: 515538

 Unit A, Tower House, Askham Fields Lane, Askham Bryan, York YO23 3FS

 01904 704177  info@communityfirstyorkshire.org.uk

 communityfirstyorkshire.org.uk  CommFirstYorks  Comm1stYorks  [community-first-yorkshire](https://www.linkedin.com/company/community-first-yorkshire)



Community First Yorkshire

STATUTORY DUTIES OF A TRUSTEE

- To ensure that the charity complies with its Memorandum & Articles of Association, charity law and all other relevant legislation and regulations
- To always act in the interests of the charity's beneficiaries
- To work in the interest of the charity, not for personal gain
- To ensure that Community First Yorkshire pursues its charitable objects as defined in the Memorandum & Articles of Association
- To ensure that the charity applies its resources solely and exclusively in pursuance of its charitable objects
- To support or participate actively in the work of the Board of Trustees whose role is to give clear strategic direction to the charity, define overall policy, identify goals, set targets and evaluate performance against agreed targets
- To safeguard the good name and values of Community First Yorkshire
- To ensure the effective and efficient administration of the charity
- To make sure that the charity is properly insured against all reasonable liabilities
- To ensure the financial stability of Community First Yorkshire
- To ensure that the charity accounts for its activities to its funders, the Charity Commissioners, Companies House and its members
- To protect and manage the charity's property and ensure the proper investments of the charity's funds
- To support the Executive Officers in the appointment, support, supervision, and monitoring of the performance of the Chief Executive
- To ensure that all staff and volunteers are appropriately appointed, trained, supported and supervise
- To ensure that the Board of Trustees takes proper professional advice on all matters in which it does not have competence
- To represent and report back to the Board when serving on other bodies
- Adherence to the Nolan Principles of Public Life
- Raise issues of concern in a proper manner through Community First Yorkshire's established procedures and mechanisms.



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