A picture containing text

Description automatically generated

**We are looking for Trustees to join our Board**

**Who we are**

Inclusion Gloucestershire is a Disabled People’s Organisation and registered charity. We are run by disabled people for disabled people. We include everyone, and are an exciting organisation to be a part of!

We are looking for trustees to work together to make big decisions for the charity. More information about what trustees do is on the next page, under ‘Trustee Duties’.

**About being a Trustee**

Trustees need to come to Board meetings every other month, and take part in the things that we discuss. They need to prepare for Board meetings by understanding the papers we share (these can be shared in different ways like Easy Read or video).

There is often an extra meeting between board meetings, in which we discuss an issue in more detail or learn about something. It is great if trustees can come to these too.

Meetings are a mixture of in person (usually at our Gloucester office), online by video call, or hybrid (some people online and some people in the room).

Trustees may also help in other ways, like being a part of working group about a particular issue (like HR or marketing).

Trustees need to make important decisions, and find out enough to feel confident to make those decisions.

Trustees speak with each other and the Chief Executive Officer between meetings. We use WhatsApp, phone or email for this.

Each month you can expect to spend about 2 hours in meetings and 2 hours preparing for meetings or discussing things.

**A trustee needs to:**

* Be good at listening and speaking with others
* Be patient and understanding
* Be proud of the work that they do
* Work well in a team
* Want to work hard to help Inclusion Gloucestershire
* Believe in Inclusion Gloucestershire and what we stand for

**Who we are looking for:**

* People who have experience of being a disabled person or someone with mental ill health
* Unpaid carers

How to apply:

* Fill in an application form (we can do this with you over the phone if helpful, or you can submit it as a video or audio recording)
* We will then invite people to an interview with 2-3 trustees
* People who do well at both of these stages will then be invited to the AGM on 5th February

If you have questions, please contact our CEO Vicci at [vicciL@inclusion-glos.org](mailto:vicciL@inclusion-glos.org) or 01452 234003. To find out more about Inclusion Gloucestershire, please visit our web site at <https://www.inclusiongloucestershire.co.uk/>

**Deadline for applications: midnight 12th January**

**Informal interviews: week beginning 20th January**

***Please note that to manage conflicts of interest, trustees cannot also be employed by the charity, or have been employed by us in the previous 12 months.***

**Trustee Duties**

|  |  |
| --- | --- |
|  | **Introduction**  Being a trustee is an important role.  In the eyes of the law, trustees are the people who must make sure that the charity is working in the right way.  This document explains what trustees must do as part of their role. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Rights-Disabled_large.png?v=1427296461 | **Public benefit**  Trustees must make sure that the charity is working for the good of the people that it wants to help.  Trustees must understand the charity’s aims and make sure that the work the charity does meets those aims.  These aims (also known as ‘objects’) are written in the **Governing Document.**  Example: we exist to make life better for people with disabilities. Trustees shouldn’t allow the charity to spend money on a project that helps stray cats, but not people with disabilities. |
| rulebook | **Work according to the Governing Document and the law**  The Governing Document sets out all the rules that the charity must work by.  Trustees need to make sure that the charity is working in a way that fits with these rules.  They must also make sure that the charity follows charity law. This might mean getting specialist advice from a solicitor or other expert when needed.  Example: there are laws like the Charities Act (2011) that trustees must make sure we follow. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Vote-2_large.png?v=1417851929 | **Act in the charity’s best interests**  Everything that trustees do must be for the good of the charity.  Trustees must carefully think about their decisions to make sure that they are best for the charity, both now and in the future.  Trustees shouldn’t make decisions that are good for them as a person, but not good for the charity.  Example: trustees shouldn’t decide to spend lots of the charity’s money on a party for trustees, even if it would be fun! |
| **money bags**  Example: trustees look at and approve the charity’s budget to make sure that the charity isn’t spending more money than it has, or on things that it shouldn’t. | **Manage the charity’s money and belongings well**  Trustees must make sure that the charity spends its money wisely  They must make sure that the charity’s money and belongings are used to achieve its aims.  They must make sure that the charity is not at risk of fraud, theft, losing money or borrowing more than it can pay back. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Idea2_large.png?v=1417851806 | **Act with care and skill**  Trustees have very important skills and experience that they should use.  They should also give enough time and energy to being a trustee.  Trustees should ask for advice when they need it.  Example: trustees should come to meetings prepared, with the information and papers that they need. Trustees should speak up and ask questions in meetings. |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Report-Easy-Read_large.png?v=1418571579 | **Make sure the charity is well run**  Trustees make sure that the charity is producing reports and accounts to prove that it is well run and following the law.  They make sure that members and people who give us money know what we do.  Trustees make sure that staff and volunteers are running the charity well.  Example: we need to send documents and accounts to the Charity Commission and Companies House each year. Trustees should make sure this happens. |