

## **Role, responsibilities and commitment for “FareShare Sussex & Surrey”**

FareShare Sussex & Surrey is an enterprise operated locally by City Gate Community Projects (CGCP). CGCP is a company limited by guarantee with charitable status. Whilst the remit of CGCP allows the development of additional projects, currently FareShare Sussex & Surrey are its sole focus. A successful applicant will be appointed to the board as a director and a trustee. Reference in this document to trustee encompasses the director’s role as well as that of trustee.

### **Responsibility**

Trustees are responsible for controlling the governance of CGCP and the development and delivery of FareShare Sussex & Surrey. Trustees take ultimate responsibility for the work that the organisation does, and the way in which it uses its resources, financial and otherwise, to achieve its aims. This includes focusing on the strategic direction of the organisation, agreeing plans and budgets, and holding the CEO and Senior Leadership Team (SLT) to account for the delivery of the plans. It also has a legal dimension, with directors/trustees responsible for ensuring that the organisation complies with Company and Charity Law.

### **Commitment**

The time commitment is equivalent to around one day a month, additional time may be required depending on the needs of the organisation and the expertise of Trustees.

The Board currently meets every two months. There are four working groups with authority delegated to them by the Board as defined by the terms of reference, these groups meet at other intervals. Staff may also seek to consult with a trustee on their particular expertise. In addition, you may be asked to represent FareShare Sussex & Surrey at outside meetings with potential funders or influencers, attend events, or work alongside staff at events.

### **Role**

1. To ensure that CGCP complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that CGCP pursues its objects as defined in its governing document.
3. To maintain proper financial control and ensure that CGCP applies its resources exclusively in pursuance of its objects.
4. To develop, and ensure the implementation of, strategy to include vision, mission and values and to set overall policy, define goals and set targets and evaluate performance against targets
5. To ensure accountability.
6. To ensure employment procedures are set and respect the roles of staff/volunteers.
7. To set the overall direction and support the operational management of the organisation.
8. To agree the organisation’s internal policy framework including key policies and procedures, and monitor implementation.
9. To ensure that risk assessments for all aspects of the organisation are carried out.
10. To promote and safeguard the good name and values of the organisation.
11. To ensure effective board performance and the effective and efficient administration of the organisation including funding, insurance and premises.
12. To act in the best interests of the organisation, never in the interests of yourself or others.

### **Duties**

1. To uphold the vision, mission and strategic plan for CGCP.
2. To ensure the operational plan and budget are appropriate and reflect strategic direction.
3. To agree the measures for monitoring the progress of the organisation towards its strategic goals and monitor the achievement of the organisation against the key measures.

4. To hold the CEO and SLT accountable for the achievement of the organisation's goals, and provide them with regular, constructive feedback on both management & overall achievement.
5. To appoint the CEO and SLT, to set terms and conditions and to ensure investment in ongoing professional development, and consideration of succession planning.
6. To agree the organisations policies and ensure that they assist in the achievement of the strategic and operational plans.
7. To ensure that the organisation has satisfactory financial control systems and procedures, and to review the level of financial risk regularly.
8. To identify, agree plans to mitigate and regularly monitor, the key organisational risks.
9. To safeguard the organisation's reputation, and other intangible assets
10. To reflect annually on the Board's performance and own performance as a director and trustee.

### **Specific Tasks**

1. To participate in strategic planning.
2. To attend trustee meetings, read relevant papers and be prepared to make a contribution
3. To support staff when requested, sharing expertise, as a member of a working group or in other appropriate ways
4. To act as a representative for the organisation, as required and to work within an agreed brief.
5. To attend events as an ambassador and to network and promote the work of the organisation.
6. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as required.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience to help the board reach sound decisions. This may involve chairing sub-groups, scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

### **Eligibility**

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of CGCP in mind.

A person must be 18 years old to be eligible to be a trustee.

Section 72(1) of the Charities Act 1993 **disqualifies** anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- Is an undischarged bankrupt
- Has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- Is under a disqualification order under the Company Directors Disqualification Act 1986.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

### **How to apply:**

If you would like to express your interest in this position, please send a covering letter of no more than 1 side of A4 outlining why you are interested and what you can offer along with your CV to Jonathan Wilkins at [jon@faresharesussexandsurrey.org.uk](mailto:jon@faresharesussexandsurrey.org.uk) before the closing date of **5pm on Friday 1st September 2023**. Your application will be considered by the Board and a response will be sent to you in writing.

To talk through the role and discuss what it might entail, please contact Jonathan, our chair of trustees, on the email above. Further details of the project's aims, ethos and operation can be found on our website <https://faresharesussexandsurrey.org.uk/>.

July 2023