

Would you like to serve as a trustee?

Matthew Huish
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Recently, Mr. Graham S. stepped down as a trustee after more than six and a half years of service. Since joining the trustees in December 2009, his voice has been contributing to the many important conversations and decisions that have allowed our community to operate smoothly as a charity. In my experience of working with him, I have found his opinions to be helpful and considered, expressing a quality of heart which balances emotional feelings with reasonable thought. While he will be missed on the board of trustees, I wish to express enormous gratitude to Graham for his offering of time and service.

Graham's retirement means that there is a vacancy to fill on the board of trustees – there are currently two vacancies, in fact – and I want to invite you to consider applying to be a trustee!



In order to make sure that the FFWPU in the UK abides by charity law in the British Isles, it has a board of trustees. This group of volunteers is responsible before the law to ensure that the charity is run according to its stated aims & purposes, as well as taking overall responsibility for any legal matters that need to be addressed within the FFWPU's activities. For a more detailed overview of the role and functioning of the FFWPU's board of trustees, please visit www.proposal.org.uk and click on the link on the left hand side labelled "trustees". If indeed you are interested in joining this important body of volunteers, please [download this job description](#) which explains more about what kind of responsibilities you would be expected to fulfil and the process by which you can apply. The deadline for applications is the end of September, so please submit your nominations as soon as possible!

Written by Matthew Huish, FFWPU UK National Director

Operational Structure

• Trustees

- 0 Role and Responsibilities
 - ✓ Oversee the responsible management of assets and optimisation of revenues
 - ✓ Ensure transparent process and clear accountability throughout the charity
 - ✓ Oversee all contractual agreements
 - ✓ Ensure compliance with national law, charity law and trust deeds to protect the charity from foreseeable risks that could damage its reputation or adversely impact its financial well-being.
- 0 Selection Process
 - ✓ Trustees to serve no more than a consecutive seven year term.
 - ✓ When vacancies arise, trustees solicit applications from members, nominated and seconded by two members in good standing, one of which should be the National Leader or a pastor.
 - ✓ Existing trustees select new trustee(s) from candidates by interview
- 0 Process and Accountability
 - ✓ Meet as required
 - ✓ Trustees publish annual report for the public record; this report can be downloaded freely from the Charity Commission's website.
 - ✓ National Leader can attend trustee meetings but may not vote on decisions.
 - ✓ Minutes to be kept of all official meetings; action steps to be documented and followed up.
 - ✓ Trustees to be available for Q&A at AGM
- 0 Removal of a Trustee
 - ✓ A trustee may be asked to step down by unanimous agreement of his/her fellow trustees and prior to the completion of a seven-year term under the following circumstances:
 - Inability to participate in trustee meetings for a period of 12 months or more
 - Inability to participate meaningfully due to mental or long-term physical incapacity
 - Misconduct, mismanagement or behavior detrimental to the objectives and interests of the charity

Note: Trustees are legally obliged by Charity Law to accept ultimate responsibility for directing the affairs of the charity and ensuring that it is solvent, well-run and delivers the charitable outcomes for the benefit of the public for which it has been set up. Further details about trustees' role and responsibilities can be found on the Charity Commission website.

Job Title: Trustee of FFWPU UK Charity

Role Purpose

The trustees of FFWPU UK, a registered charity (number 267917), play a very important role in answering to the Charity Commission (fulfilling the obligations required for charities so they can maintain their special status, submitting a trustees' report including audited accounts to them once a year) as well as supporting the spiritual leadership of the Movement in matters of governance, financial planning, employment law, property maintenance, risk management, public relations, etc.. There can be between four and seven trustees.

Key Responsibilities

The trustees meet formally once every 3 months at the end of each quarter in London but do, of course, communicate regularly by e-mail or more informal means outside of meetings.

Qualities, Skills and Experience

The trustees are currently five in number. We are looking to add up to two more trustees. A range of skills and experience is needed for trustee work, although not all trustees need to cover all these areas. Of particular importance is understanding of human relations and employment procedures, legal matters (in particular charity law and contract law), business management, project management, marketing and accounting. One prerequisite is that a trustee must not be a salaried employee of the charity and should not either be a close family member of an employee (such as a spouse, parent, parent-in-law, sibling or child) or an employee of an organisation receiving significant financial support from the charity. See www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trusteesc29 for more detail on this last point.

Terms and Conditions

This is a voluntary position; however travel expenses to attend meetings or incurred in the course of fulfilling other trustee duties can be reimbursed. The normal period of service would be 4-6 years.

Further Information

Before applying you should familiar yourself with the basic guidelines of the charity commission published at www.gov.uk/government/uploads/system/uploads/attachment_data/file/509664/cc3_lowink.pdf. For a fuller understanding of the responsibilities of charity trustees, you can find more documentation at www.gov.uk/topic/running-charity/trustee-role-board.

Application Process

If you feel you have something to offer as a trustee please:

- Put forward your name, date of birth, name of person nominating, name of person seconding to Mr. Tom O-Connell (hq@ffwpu.org.uk)
- Please supply a statement of up to 500 words expressing how and why you believe you will be able to contribute to the trustee board.

We emphasise that selection will be based solely on the merit of the candidate and their ability to contribute to the effective functioning of the trustee board, and no preference will be shown based on gender, race, age or national origins.

The closing date for applications is 31/09/16. The short-listed candidates will be invited for an interview at a time of mutual agreement, after which a decision will be made by the trustees as to who will be appointed.

Sincerely,

Matthew Huish
National Director
FFWPU

Edward Hartley
Chairman
UK Board of Trustees, FFWPU UK