



*Together there is enough*

Registered charity in England & Wales no. 1171076

## **TRUSTEE ROLE DESCRIPTION & PERSON SPECIFICATION**

### **Introduction to Common Change UK:**

Common Change was founded in the United States in 2005 and has raised and distributed more than \$1,000,000. In 2015 Common Change launched in South Africa. Common Change UK gained its England & Wales registered charity status in January 2017 operating as a Charitable Incorporated Organisation (CIO) with a Foundation model constitution.

Common Change provides emergency financial assistance to people in acute situations of hardship and insecurity – especially those who have nowhere else to turn. In practice the charity functions as a decentralised grassroots network made up of groups (aka ‘Giving Circles’) made up of compassionate and concerned people who pool and distribute money, enabled by the Common Change “High Touch – High Tech” platform.

Still in the early stages of its development as a charity Common Change UK is seeking to build its capacity through the appointment of up to three new trustees, each bringing skills and experience that will complement the founding group of three.

### **Summary of duties and responsibilities:**

Our Trustees have the ultimate responsibility for directing the affairs of the charity and ensuring that it is healthy and growing, meeting the needs for which it was established, financially solvent and well-governed.

CCUK is looking for Trustees who have the knowledge and understanding to maintain an oversight of these activities at a strategic level in a small but growing charity, and who can contribute well informed views, constructive challenge and a commitment to best practice.

Trustee responsibilities fall into seven themes:

1. Strategy
2. Networking
3. Performance
4. Finances
5. Governance
6. Compliance
7. Risk

Each of these themes is expanded in more detail on the following pages.

### **Time commitment.**

Board meetings are held once per quarter via Video Conference and are approximately 1.5 – 2 hours in length. In addition board members have the opportunity to represent the charity at various events and meetings as and when they may be available and willing to do so.

## **Detailed description of duties and responsibilities:**

### **1. Strategy**

Trustees must ensure that the CCUK has a clear vision, mission and strategic direction and is focused on achieving these. Trustees must ensure that:

- a) CCUK has a clear vision, mission, set of values and strategy, and that there is a common understanding of these by trustees, staff and volunteers.
- b) Operational plans and budgets and the fundraising strategy support the vision, mission and strategy.
- c) The views of group members are regularly sought and considered, and that efforts are made to identify possible future users.
- d) There is regular review of the external environment for changes that might affect CCUK (environmental, political, financial, competitive, partnerships, alliances).
- e) There is regular review of the need for CCUK and for the services it provides or could provide, and regular review of strategic plans and priorities.

### **2. Networking**

One of the very practical ways in which Trustees can serve the aims of the charity is through being a passionate advocate for its vision of relational financial intervention and micro-philanthropy.

- a) Each trustee will personally champion the vision of the charity by being an active participant in a local Common Change group.
- b) Trustees will seek out opportunities to share the Common Change vision with others in order to see new groups established.
- c) Where trustees have access to particular networks that may afford opportunities for partnership they will explore these on behalf of the charity.

### **3. Performance**

Trustees are responsible for the performance of CCUK, for its impact upon stakeholders and for its corporate behaviour.

- a) To use care and skill in their work as trustees, bringing to bear their personal skills and experience as needed to ensure that CCUK is well-run and efficient.
- b) To ensure that CCUK measures its impact and progress towards its strategic objectives and to regularly consider reports on CCUK's performance.
- c) To ensure that there are policies to direct key areas of the charity's work.
- d) To ensure that there are quality and service standards for major areas of delivery and that these are met.
- e) To ensure that CCUK's values are understood and put into practice, by trustees, staff and volunteers.
- f) To ensure that there are fair and proportionate complaints processes in place, for users and beneficiaries.
- g) To ensure that there are processes for trustees, staff and volunteers to report activity which might compromise the effectiveness of CCUK.
- h) To oversee the recruitment of any staff and to hold them to account for the management and administration of the charity.
- i) To ensure that CCUK has effective employment policies and processes in place, to recruit, train and develop staff and volunteers.

### **4. Finances**

Trustees must be good stewards of CCUK's finances providing scrutiny and accountability in how they are used:

- a) To ensure that CCUK's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.

- b) To act reasonably and prudently in all matters relating to CCUK and always in the interests of CCUK.
- c) To ensure that trustees take professional advice when needed, and record the advice received.
- d) To ensure that there is an effective fundraising strategy in place.
- e) To be accountable for the solvency of CCUK.
- f) To review the condition and use of the properties and land owned by CCUK.
- g) To ensure that the major risks to CCUK are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

## **5. Governance**

Trustees must ensure that CCUK's governance is of the highest possible standard:

- a) To ensure that CCUK has a governance structure that is appropriate to a charity at its stage of development, with its particular charitable objects, and reflective of the diversity of its users.
- b) To ensure that Board decisions are recorded in writing by means of minutes.
- c) To ensure the Board regularly reviews CCUK's governance structure and its own performance, to an agreed programme.
- d) To ensure that major decisions and policies are made by the trustees acting collectively.
- e) To ensure that there is a systematic, open and fair procedure for recruitment of new trustees as and when required.
- f) To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individual and collective).
- g) To ensure that trustees have a code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the trustee code of conduct.

## **6. Compliance**

Trustees must ensure that CCUK complies with all legal and regulatory requirements:

- a) To ensure that CCUK complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares and submits formal reports on what it has achieved i.e. Annual Returns and accounts.
- b) To understand and comply with the constitution and rules that govern CCUK, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.
- c) To ensure that CCUK does not breach any of the requirements or rules set out in its constitution and that it remains true to the charitable purpose and objects set out there.
- d) Act with integrity, and avoid any personal conflicts of interest or misuse of CCUK funds or assets.

## **7. Risk**

Ensure that CCUK is, and will remain, financially solvent with an excellent reputation for integrity in all its work.

- a) Maintain an organisational Risk Register.
- b) Avoid undertaking activities that might place CCUK's funds, assets or reputation at undue risk.
- c) To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, CCUK's brand, good name and reputation are recognized, used and safeguarded.
- d) Consider getting external professional advice on all matters where there may be material risk to CCUK, or where the trustees may be in breach of their duties.

## **TRUSTEE PERSON SPECIFICATION**

CCUK works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Alongside this we are seeking people who share the Common Change 'DNA' which is an unusual blend of:

- radical compassion
- technical innovation
- political and theological edginess
- high-bar for operational effectiveness

### **Skills, experience and competencies**

CCUK Trustees are expected to demonstrate the following personal competencies:

#### **ESSENTIAL**

##### Commitment

1. Ability to understand and accept the duties and liabilities of being a charity Trustee
2. Empathy with the vision, mission and aims of CCUK
3. A willingness and ability to devote the necessary time and effort

##### Focus

4. Ability to think and apply knowledge strategically,
5. Ability to think creatively
6. Ability to keep mission-focused
7. Ability to analyse and evaluate management information and other evidence
8. Willingness to listen and learn

##### Communication and team working

9. Ability to communicate clearly and sensitively and to take an active part in discussions
10. Ability to influence and engage
11. Ability to work effectively in a group
12. Willing to express their own opinion in a reasoned way, while also listening to the views of others
13. Ability to challenge constructively and ask questions appropriately

##### Accountability

14. Ability to exercise sound and independent judgement
15. Willingness to make and stand by collective decisions, including those which may be unpopular
16. Ability to manage difficult and/or challenging situations
17. Ability to maintain confidentiality on confidential and/or sensitive information

#### **DESIRABLE**

##### Management

1. Strategic leadership and management within an SME (budget < £1 million pa).

##### Stewardship and governance

2. Trusteeship in a similar size or larger organisation

##### Specialist expertise

3. Accountancy / finance
4. Fundraising
5. Marketing, communications or public relations
6. Church leadership
7. Law
8. Service provision amongst groups experiencing financial hardship