



Trustee Recruitment Pack

Updated 2018

1. Background of the Consortium

Although diverse and often innovative, the LGBT voluntary sector as a whole has historically been marginalised, under funded and disparate. Many groups operate exclusively through the use of volunteers. Existing voluntary sector infrastructure organisations have often failed to acknowledge or provide support for lesbian, gay, bisexual and transgender projects. The Consortium was set up in 1998 to address these gaps and to support and nurture the development of the sector.

2. What does the Consortium do?

Our main charitable object, as registered with the Charity Commissions describes what we are here for: To promote the lesbian, gay, bisexual and transgender voluntary sector for the public benefit by:

- (i) Associating voluntary organisations, governmental, public and private bodies to develop and maximise the effectiveness of voluntary organisations run by and for lesbians, gay men, bisexual and transgender people
- (ii) Promoting good practice within member organisations

The focal point of the role of the Consortium is to consider the voluntary and community sector and its development and support. The frontline work carried out by our Members is not within our remit – we focus on the Member organisation/group not the end user needs. Our core services and priorities include the following:

Membership & Engagement: Support and benefit our Members to thrive and grow

- Reflect the changing environment of the voluntary, community and social enterprise sector in our membership offering
- To be a broker of collaboration opportunities beyond the UK for our Members
- To support our Members' long term sustainability

Voice & Communication: Listen and consult with our Members and ensure their voices are heard

- To improve awareness of diversity within the sector and visibility to the wider community
- To be an effective broker between our Members, decisions makers and influencers
- To have a working model of collaboration within the sector and between our Members and decisions makers

Collaboration & Networks: Lead the sector in sustainable ways of working

- To nurture current partnerships and to build on their success to shape model of good practice
- Diversify and grow income streams to the sector
- Identify remaining gaps in the sector to fully meet its needs

3. Responsibilities of the board of trustees

Trustees are ultimately accountable for the organisation and their governance responsibilities includes:

- Setting and maintain vision, mission and values
- Developing strategy together with the chief executive officer
- Ensuring suitable policies and documents exist
- Ensuring compliance with the governing document and charitable objects
- Ensuring compliance with the law
- Maintaining proper financial oversight
- Maintaining effective board performance including board appraisals.
- Promoting the organisation and protecting its reputation
- Recruiting and supporting for the chief executive officer

Commitments expected of the board

While the trustees are not the day to day executive team for the Consortium, similar professional skills and experience are required, such as Finance, Human Resource, Communication, Funding, Membership and Representation, and Networking in the voluntary, public or private sectors.

Board meetings take place every other month on a weekday evening and usually last about 2-3 hours. Trustees will also need to attend the AGM and Conference, as well as the occasional event or training. Trustees need to allow enough time to prepare for meetings by reading the paperwork, and doing any other preparatory reading, research or thinking so as to fully engage and contribute to robust discussion and decision making.

In between meetings the trustees also communicate via email to sound ideas, ask questions and discuss issues. New trustees will be able to meet with the Chair and CEO before attending their first meeting and will also be paired up with an existing trustee for support.

4. Trustee recruitment

Recruitment to the board of trustees is based on skills needed to carry out this governance role. Trustees are recruited for a term of three years and can serve a maximum of two terms. Trustee appointments are ratified by the membership at the following AGM.

Advertising for new trustees will include LGBT press, other generic VCS publications and recruitment resources, through Consortium media (emails and websites), and directly to all Member organisations. There are no quotas for diversity aspects in board recruitment but we endeavour to remove any barriers to equal access to trustee recruitment.

The final decision on appointing a new trustee will be agreed by the whole board.

5. Trustee Role Description and Person Specification

A trustee of the Consortium is jointly and severally responsible for the overall governance and strategic direction of the charity. In this regard, there are certain roles and responsibilities that all trustees will be required to undertake. These are:

Leadership and ethos:

- To set, maintain uphold and regularly review the vision, mission and values
- To lead and direct the Consortium in fulfilling charitable objects and strategic aims

Governance:

- To evaluate the performance of the trustee board
- To attend trustee meetings and read all relevant papers in advance
- To participate in committees and working parties as necessary
- To appoint a Chair and evaluate their performance
- To declare any conflict of interest while carrying out the duties of a trustee

Constitutional & Legal:

- To ensure that the Consortium complies with the Memorandum and Articles of Association, and pursues its stated charitable objects
- To ensure compliance with the requirements of funders of the Consortium's work
- To ensure that legal, insurance and procedural employment requirements are met
- To be aware of and carry out any statutory obligations relating to a company limited by guarantee and registered charity

Financial:

- To agree the annual budget, and review income and expenditure in relation to quarterly and annual management accounts
- To contribute to the fundraising strategy of the organisation
- To ensure compliance with appropriate financial procedures and regulations
- To act as a counter-signatory on charity cheques and any applications for funds
- To ensure the Consortium is properly insured against all reasonable liabilities
- To appoint appropriately experienced independent auditors, subject to approval by the Consortium's membership at the AGM

Strategic Development:

- To use knowledge, skills or experience in which they have special expertise to help develop the organisation's strategy and work
- To actively contribute in developing a firm strategic direction for the organisation, formulating annual plans and longer-term strategies
- To monitor and review performance in meeting the objectives and priorities

Representation:

- To promote the work of the Consortium to external parties such as LGBT voluntary and community groups, funders and the broader voluntary sector
- To safeguard and promote the values and reputation of the Consortium
- To represent the Consortium at functions, events and meetings (as appropriate)

Personnel:

- To undertake appeals relating to the Probation and Disciplinary and Grievance procedures, including the election of a Disciplinary and Grievance Panel.
- To promote and adhere to the Equal Opportunities Policy
- To offer advice and support to the staff team in areas of particular skill/expertise

In order to perform the duties required as a trustee, individuals should be able to demonstrate:

- Experience and motivation to support the needs of the wider LGBT community
- A strong commitment to the vision, mission, values, and aims of the Consortium
- An understanding and acceptance of the legal duties, responsibilities and liabilities of voluntary sector organisations and of trustees
- An understanding of and commitment to the role of second-tier organisations
- An ability to work effectively as a member of a team
- A willingness to speak their mind
- Core skills around setting targets, monitoring performance and strategic thinking
- A willingness to devote the necessary time and effort to their duties as a trustee, including a commitment and ability to attend Board meetings
- The skills to analyse proposals and examine their financial consequences