

Thanks you for requesting information about volunteering as a trustee of YMCA Northumberland.

We hope that you'll find the information here useful. There include some background on the YMCA and our Board, and some information on the skills and experiences we'd like to find to complement those we have already.

If you would like to contact me before submitting your application, please get in touch via email at rob.cox@ymcanorthumberland.org.uk or by phone on 01670 857167,

Warm Regards

Rob Cox
Chief Executive

YMCA Northumberland

YMCA Northumberland is an independent registered charity, based in Ashington, Northumberland. ***Our work focuses on young adults aged 16 to 25.*** As with other YMCAs across England and Wales, we affiliate to the National Council of YMCAs but are autonomous and entirely responsible for our own governance and finances.

We are responsible for operating within charity law as upheld by the Charity Commission. We have particular responsibility for operating within the regulatory framework set out for The documents forming the regulatory framework are available at:

<https://www.gov.uk/government/collections/regulatory-framework-requirements>

Staffing Arrangements

We have around 10 full and part time paid staff. Some are involved in direct work with young people, whilst others provide the background support and operational functions of running the charity and the facilities. We have a small leadership team who take responsibility for various aspects of our work.

Senior staff are responsible for ensuring that the policies and strategies of the Board are implemented and progressed. The Chief Executive is appointed by a panel, which includes members of the Board. The Chief Executive is responsible for all other appointments.

Staff are accountable to the Board through their regular meetings. The Chief Executive attends all Board meetings.

Funding and Finances

Current turnover is around £200,000.

Our funding comes from a range of sources.

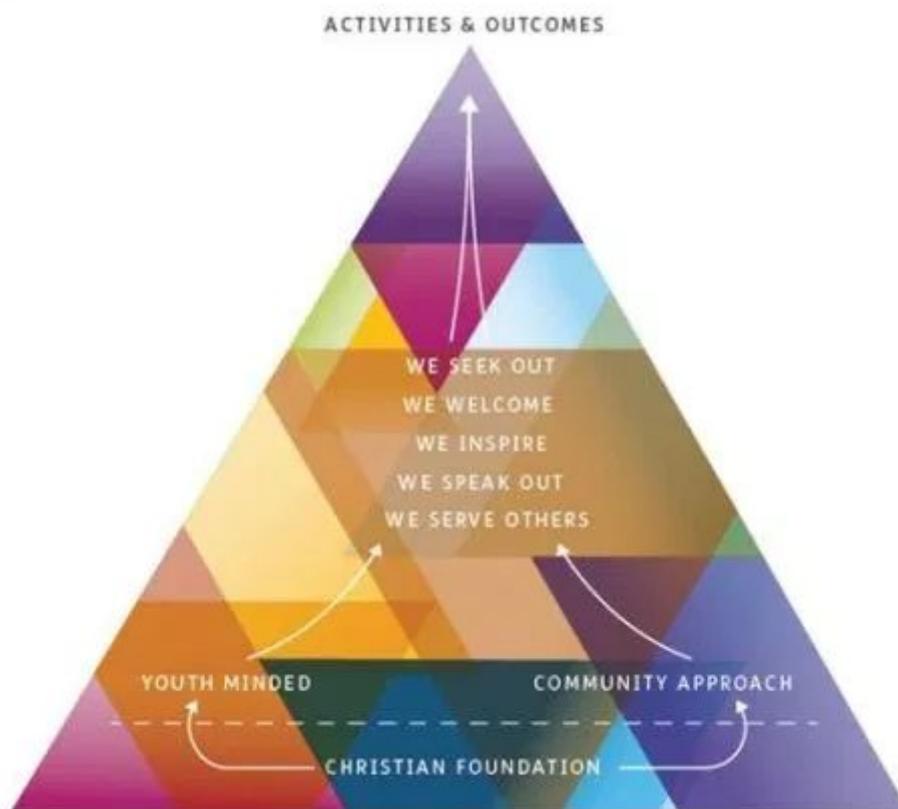
We receive income from organisations, community groups and businesses using our Community Centre as their meeting place, which contributes to the organisations general funds.

We are currently seeking to maximise income from meeting room hire and from our annual community fundraising events.

We are also seeking to develop new work focused on young people with a range of needs. As with similar projects in the past, that work would be funded through significant charitable donations, grant aid or contracts with statutory bodies.

Our Ethos and Values

Our ethos describes how we go about our work; the essence, culture and values that distinguish YMCA Northumberland and define who we are. It captures the principles that guide us and is the promise we make to everyone whose life we touch.



In the spirit of our Christian faith and with a youth minded community approach:

We seek out: We actively look for opportunities to make a transformative impact on young lives in the communities where we work, and believe that every person is of equal value.

We welcome: We offer people the space they need to feel secure, respected, heard and valued; and we always protect, trust, hope and persevere.

We inspire: We strive to inspire each person we meet to nurture their body, mind and spirit, and to realise their full potential in all they do.

We speak out: We stand up for young people, speak out on issues that affect their lives, and help them to find confidence in their lives, and help them to find confidence in their own voice.

We serve others: We are committed to the wellbeing of the communities we serve and believe in the positive benefit of participation, locally and in the wider world.

The Board

YMCA Northumberland's Board is made up of people who are elected for a three year term and those who are co-opted for up to one year.

The present Board includes retired and working-age people with a range of work and life experiences. Some have prior knowledge of trusteeship whilst for others, this is their first experience of a governance role. We have a strong culture of learning, both about particular issues facing the organisation and about governance topics in general.

Meeting Schedules and Expectations

The Board meet between four and six times a year with the occasional need for training sessions outside the normal schedule. Meetings normally take place on Wednesday evenings for between two and three hours. The Chief Executive provides background papers and reports which are distributed around a week prior to the meeting. There is an expectation that papers are read in advance, and the Chief Executive welcomes questions of clarification before the meeting where appropriate.

Trustee Role Description

The purpose of the role of trustee is, together with colleagues on the Board, to be responsible for ensuring that the affairs of YMCA Northumberland are conducted legally and properly.

In addition to Board meetings, you may need to participate in periodic training and information events.

Trustees are empowered in a decision making capacity only when meeting together at a Board meeting (as defined in the governing document) or under the delegated power of the Board.

Main Duties

- Understand the founding context and first principle of the YMCA Movement, the Paris Basis, and seek to govern the affairs of YMCA Northumberland as a local expression of this worldwide Movement.

- Nurture the Christian ethos, identity and objects of YMCA understand the faith based motivation of the YMCA Northumberland, enabling others to understand the faith based motivation of the YMCA.
- Provide strategic leadership by formulating and regularly reviewing (with the help of the Chief Executive) YMCA Northumberland's vision, mission and long term strategy.
- Ensure (with the assistance of the Chief Executive and appropriate professional advisers) that the organisation complies with regulatory and statutory requirements.
- Carry out all trustee duties in a manner that is compliant with the Board's code of conduct.
- Monitor YMCA Northumberland's overall business performance in relation to business plans, budgets, controls and decisions, taking into account feedback from customers, stakeholders and the performance of comparable organisations.
- Exercise overall control over YMCA Northumberland's financial and property holding affairs.
- Agree and abide by key policies which govern all areas of significant risk for YMCA Northumberland, expressed unambiguously, giving the Chief Executive a clear framework under which operations can be developed and delivered.
- Contribute to YMCA Northumberland's risk management framework and monitor activity against it.
- Regularly review YMCA Northumberland's system of delegated powers and internal controls to ensure they are kept fit for purpose and are not open to abuse.
- Have a commitment to the development of good practice, ensuring that the activities of YMCA Northumberland are delivered lawfully and to the high quality standards expected by customers and stakeholders.
- Keep the governing document under regular review to ensure compliance. Any changes should be made in accordance with constitutional and legal requirements, being mindful of YMCA affiliation obligations.
- Strive to understand and respect the work of other YMCAs in accordance with our commonly shared values, and seek to fulfil the mutually held rights and responsibilities of belonging to the English federation of YMCAs.
- Develop a working knowledge of YMCA Northumberland and endeavour to maintain links and keep in touch with YMCA Northumberland. Unless there is

good reason to believe that the Chief Executive's actions are threatening the probity of YMCA Northumberland, all visits should be made by arrangement with the Chief Executive.

- Represent YMCA northumberland with external stakeholders as appropriate, including customers, to support the achievement of YMCA Northumberland's strategic objectives.
- Strive to attend all Board meetings; prepare and contribute appropriately and effectively.
- Bring a fair and open-minded view to Board discussions and ensure that all decisions are made in YMCA Northumberland's best interests.
- Aim to foresee and avoid any conflict of interest, declaring interests as appropriate and abstaining from any discussion or vote taken on such matters by other trustees. Any transaction under which a trustee will benefit either directly or indirectly must have proper legal authority.
- Keep confidential and within the confines of the Board any information or material (relating to users, beneficiaries, members, staff, commercial business, performance and future plans) provided or discussed at a Board Meeting, which must not be discussed outside of the Board.
- Ensure arrangements are followed for recruiting Chairperson, Vice-Chairperson and other honorary officers.
- Develop and ensure the maintenance of a properly constituted, balanced and competent Board, including providing clear procedures for selection, election, training, retirement and if necessary removal of trustees (including the Chair, Vice-Chair and honorary officers).

Responsibilities in Respect of Members of Staff

- Ensure there is a clear understanding of the scope of authority delegated to the Chief Executive; and be careful – individually and collectively – not to undermine this authority by word or action.
- Directions given to the Chief Executive should be given by the Board as a whole.
- Act fairly and in accordance with good employment practice in all decisions affecting the appointment, recruitment, professional development, appraisal, remuneration, discipline (and if necessary dismissal) of the Chief Executive.
- Be aware that the day to day management of YMCA Northumberland is the responsibility of the Chief Executive and through her/him, of the Senior Team.

It is not appropriate for trustees to give staff instructions regarding day to day management issues.

- Understand, accept and respect the difference in roles between the Board, the Chief Executive and the staff team, ensuring that they all work effectively and cohesively for the benefit of YMCA Northumberland and develop a mutually supportive and loyal relationship.

The Qualities We're Looking For

One of the great advantages of a committee approach to work is that no-one needs to be an all rounder. From time to time, we look at the skills we have on the Board, consider the gaps and look for people who might help us to fill them.

It's important that everyone elected or co-opted onto the Board:

- Has a commitment to nurture and uphold the ongoing founding Christian principle of YMCA Northumberland, and to work towards achieving the charitable objects of YMCA Northumberland.
- Is willing to commit to the time necessary to fulfil the role, including periodic training and updating programmes.
- Is able to contribute as part of a team with other trustees, and in partnership with staff and other volunteers.
- Has an understanding and level of competence in organisational governance related to the duties outlined.
- Has a clear personal or work-related connection to the YMCA.

We expect all members of the Board to uphold the 7 Nolan Principles of Public Life, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

**- YMCA Northumberland -
Application for Co-Option to the Board**

Please ensure that you have read our full Information Pack before completing your application.

Your Name
Your Address & Postcode
Email Address
Telephone Number(s)
Current or most recent employer and position
<p>Please use this box to tell us about yourself and what you might bring to the YMCA. You may want to include notes on any current committee or other voluntary responsibilities.</p> <p>We're happy for you to use a separate sheet or attach a CV if you prefer.</p>

What would you expect to gain personally from your involvement as a trustee?

Please explain how you meet our core criteria (time, teamwork, competence, connection to Northumberland and your willingness to nurture and uphold the ongoing founding Christian principle of YMCA Northumberland).

Do you, your family or your employer have any personal or other connections with the YMCA?

References

Prior to confirming a place on the Board, we would like to obtain two satisfactory references for you.

Referee 1 – Preferably your current employer, or your most recent employer if you are not currently employed. We would prefer to write to them at the company address – not a home address.

Referee 2 – If Referee 1 does not cover a full three year employment history, Referee 2 should be your previous employer. Otherwise, Referee 2 can be someone who knows you well and will be able to comment on how suitable you will be for this post. This could be, for example a teacher, tutor or lecturer or a person in a leadership position within your community or at your church, religious group, sports group etc.

Referee 1

Name

Position

Company Name

Company Address

Post Code

Telephone No.

Email

Is this person your current or most recent employer (if not, please explain why you are unable to use your current or most recent employer as a referee)?

Is this person related to you in any way, or to your spouse or partner?

Referee 2

Name

Position

Company Name (if applicable)

Address

Post Code

Telephone No.

Email

How does this person know you?

Is this person related to you in any way, or to your spouse or partner?

I declare that:

- I am over the age of 18.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am capable of managing my own affairs.
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of YMCA Northumberland in good faith and in accordance with the law and within YMCA Northumberland's objectives and mission.
- I do not have any financial interests in conflict with those of YMCA Northumberland (either in person or through family or business connections) except those which I have formally notified in a Conflict of Interest Statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

I understand that all members of the Board are required to comply with appropriate checks by the Disclosure and Barring Service and that references are sought prior to any co-option to the Board.

I have read and understood the information provided for prospective members of the Board, including the duties and requirements of the role. If selected, I will accept those responsibilities.

I confirm my commitment to nurture and uphold the ongoing founding Christian principle of YMCA Northumberland, and to work towards achieving the charitable Objects of YMCA Northumberland.

Your Signature:

Date:

Please return your application to:

Rob Cox

Chief Executive

YMCA Northumberland

North View

Ashington

NE63 9XQ