



GRACE Trustee Information Pack

About GRACE

Our Vision

A world where anyone in need has the basics for a dignified existence.

Imagine losing everything and having to rebuild your life from scratch. What essential items would you need?

Greenwich Refugee Aid and Community Enterprise ('GRACE') is a non-denominational charity, founded in 2015, in response to the plight of Syrians and other asylum seekers arriving on the shores of the Greek islands with nothing. Over the years, GRACE has harnessed the compassion and support of the local community in South East London and beyond, to provide aid and support for people who have faced hardships that most of us can barely imagine.

Since its very beginning GRACE's focus has been on encouraging local people to donate clothing, hygiene products and other useful items that we would then sort and distribute to people who need them.

GRACE provides and is seeking to grow the following services:

- GRACE's clients are able to shop 'cashless' for clothes, kitchenware, small electricals, household items, toys and books. In addition, they are given new underwear and socks as well as other hygiene products if needed. Clients are referred through an agency or advocate and they visit by pre-arranged appointment with a dedicated staff member or volunteer helping them to select in the shop.
- GRACE's community shop in Leegate is the heart of the operation. The community shop is where we receive and sort donations, where we provide local asylum seekers, people with no recourse to public funds, survivors of trafficking and domestic abuse, and others (our clients) with essential basic items such as clothing and household items.
- The community shop is also where we sell to the public – we are a busy and popular charity shop serving the local community, and offering nearly new and good condition clothes, toys, homeware, books and much more. Money raised in the shop goes to support GRACE's work.
- While the overseas shipments have now largely stopped, for economic and environmental reasons, GRACE retains its links with international aid charities, at the same time as building up its practical support to enable refugees and others in the local community to rebuild their lives by providing goods purchased at point of need.

Seeking New Trustees

Greenwich Refugee Aid and Community Enterprise 'GRACE' is a charity that is at an exciting stage of growth from small to medium size. Founded in 2015, we are based in South East London and aim to support those who have lost everything to start again. This includes refugees, asylum seekers, people who have no recourse to public funds, survivors of trafficking and domestic abuse.

As the charity expands in size, we are seeking new Trustees to set strategy and organisational design. You will have a passion for the work we do, and feel motivated and committed to ensuring our ongoing development. We are currently seeking new Trustees to cover the following positions:

- Chair
- Treasurer
- Secretary
- Compliance and regulation

Commitment: Up to 12 hours per month including one in person board meeting per quarter.

Salary: Voluntary position. Travel expenses will be paid.

Location: Leegate, SE12 8SS, South East London. Work can be done from home and online. However, we are hoping to move to at least one Trustee in person meeting per quarter.

HOW TO APPLY: If you are interested in any of the above positions please send the following to volunteer@graceaid.org.uk Final deadline for application is 6th June.

- your CV
- a supporting statement (no longer than one A4 page) stating why you are interested, which Trustee post and what skills and experience you can bring to the role.
- the name and contact details of two referees

If you would like to visit GRACE please do contact us at the email above.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Terms: The charity's Chair (and board members) will serve a three-year term to be eligible for reappointment for one additional term.

General Trustee Responsibilities:

Trustees have a range of statutory duties and other responsibilities, as set out below. In carrying out their role, Trustees should draw on their own specific skills, knowledge and experience where relevant.

Statutory duties

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the charity pursues its objects as defined in its governing document
- To ensure the charity uses its resources exclusively in pursuance of its objects:
- The charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Trustees' role in giving strategic direction to, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity
- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

Trustee person specification:

- Commitment to the organisation
- Willingness to devote the necessary time and effort to keep up with incoming emails and correspondence, plus a minimum of four Trustee meetings and an Annual AGM meeting
- Strategic vision
- Good, independent judgement and ability to work with others

Why be a trustee?

As a medium sized charity GRACE recognises the great work, time and commitment of our board members. This position is an opportunity to:

- Give back to a local charity that is dedicated to creating positive social impact
- Enhance your CV and open doors to new career paths
- Make a difference to those in need
- Learn about the management and strategy side of charities
- Utilise your experience and skills within the voluntary sector
- Work with an interesting team (board and staff) from diverse backgrounds

Trustee Roles

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Terms: The charity's Chair (and board members) will serve a three-year term and be eligible for reappointment for one additional term.

Chair of Trustees

Principal responsibilities: In addition to the general responsibilities of a trustee, duties of the chair include the following:

- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Lead the organisation and the board by ensuring that everyone remains focused on delivering the organisation's charitable purposes to maximise public benefit
- Set agendas for board and other general meetings e.g annual general meeting
- Chair and facilitate board meetings
- Check that decisions taken at meetings are implemented
- Represent the organisation at functions and meetings, and act as a spokesperson as appropriate
- Bring impartiality and objectivity to decision-making
- Ensure financial integrity of the charity and appropriate, accountable systems
- Hire and manage a director of operations and line management of other staff members until then
- Ensure the charity meets constitutional and governance requirements.
- Develop the board of trustees including induction, training, appraisal and succession planning
- Address conflict within the board and within the organisation
- Sit on recruitment and disciplinary panels as required

Person Specification:

Knowledge, skills and understanding:

- Previous experience in leadership, management or organisational development
- Previous experience of committee work – paid or voluntary capacity
- Some knowledge of the charity sector, including funding and governance.
- Knowledge of employment contracts is desirable
- Excellent communication and interpersonal skills
- Commitment to promoting equality and diversity

Trustee: Secretary

Main Job Purpose:

In addition to the general responsibilities of a trustee, the role of the secretary is :

- To make all the arrangements for meetings (planning dates, arranging refreshments, organising facilities for those with special needs, etc)
- To ensure the smooth and efficient running of meetings, and to provide assistance and support to the chair of the board of trustees.
- To receive agenda items from other trustees/staff and prepare agendas for meetings in consultation with the chair and circulate them and any supporting papers in good time.
- To check that the meeting is quorate.
- To ensure that all meetings comply with the requirements of the governing document
- To taking minutes (or be responsible for them being taken) and circulate draft minutes to all trustees
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions
- To ensure that the minutes are signed by the chair once they have been approved
- To circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- To support the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training
- To work with Board members to ensure general administration is carried out
- To sit on recruitment and disciplinary panels as required

Person Specification

Knowledge, skills and understanding:

- Take initiative and ensure the Board meets set deadlines and objectives
- Organisational ability
- Knowledge or experience of committee procedures including writing agendas and minute taking
- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Excellent communication and interpersonal skills.
- Commitment to promoting equality and diversity

Trustee: Treasurer

Main Job Purpose:

In addition to the general responsibilities of a trustee, the role of the Treasurer is :

- To maintain an overview of the organisation's affairs
- Assure financial viability by ensuring that the financial resources of the organisation meet its present and future needs
- Ensure that proper financial records and procedures are maintained
- Oversee, approve and present budgets, accounts and financial statements
- Ensure that the charity has an appropriate reserves policy
- Prepare and present financial reports to the board
- Ensure that appropriate accounting procedures and controls are in place
- Run the payroll and PAYE for staff
- Liaise with any paid staff and volunteers about financial matters
- Advise on the financial implications of the organisation's strategic plans
- Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- Work with external accounts as required and where external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keep the board informed about its financial duties and responsibilities
- Contribute to the fundraising strategy of the organisation
- Make a formal presentation of the accounts at the annual general meeting and draw attention to important points in a coherent and easily understandable way
- Sit on recruitment and disciplinary panels as required

Person specification We are looking for applicants with experience, knowledge, skills and attributes as follows:

- Financial qualifications and in-depth experience
- Up to date knowledge and experience of finance practice relevant to charities, including the Charities Statement of Recommended Practice.
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- Ability to work effectively as a team member
- Commitment to promoting equality and diversity
- Excellent communication and interpersonal skills

Trustee: Compliance and regulation

Main Job Purpose:

In addition to the general responsibilities of a trustee, the role of the Compliance and Regulation Trustee is to:

- Ensure the legal framework for the running of a charity is updated and reviewed regularly.
- Ensure all appropriate policies for a medium sized charity are in place and are reviewed, amended and signed off as scheduled by the Board
- Set and drive the review schedule for the policies
- Liaise with operational team to align operational processes with the policies
- Work with Chair to set up and prepare documentation for sign off at board meetings
- Sit on recruitment and disciplinary panels as required

GRACE needs to appoint a Trustee with the following knowledge and expertise:

- Knowledge of the legal framework relating to charities including Charities Act, Charities 'Protection & Social Investment Act' 2016 and Trustees Act.
- Knowledge of legal responsibilities of employers and ensuring compliance e.g Employers Liability, Health & Safety.
- Knowledge of the requirements and compliance with demands of the Charity Commission and reporting requirements
- Ensuring adherence to requirements of the Governing Documents
- Knowledge of the necessary records needed to be kept for compliance and inspection e.g signed minutes of the Board meetings, accounts records, evidence of checks on employees and volunteers