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## Trustee Role Description

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<b>Commitment</b>	A minimum of 4 Board meetings a year (currently by Zoom), membership of one of the two sub-committees (4 meetings a year) ad hoc support to the executive team and occasional evening events
<b>Terms</b>	Voluntary role
<b>Location</b>	(Currently by Zoom) - Kings Cross, London WC1H 8BS

### **Purpose of the role**

This is an opportunity to join the Trustee Board of a national volunteering charity which has a proud record of success and an ambitious direction for the charity's future.

TimeBank is constituted as a company limited by guarantee, so the trustees effectively act as company directors. They have overall responsibility for directing TimeBank's affairs, ensuring it is well-run and delivers charitable outcomes for the public's benefit. They support TimeBank's management to ensure the charity meets legal requirements and those of good governance.

Trustees may also be asked to represent TimeBank at public and stakeholder events.

### **Valuable experience**

We are looking for a range of experiences and are open to what you may have to offer. This could include fundraising, traditional and digital communications, HR, social media as well as different sector experience. We are also keen to ensure that our Board reflects the diverse communities we work with.

TimeBank is committed to equal opportunities and we want our Board to benefit from the advantages that diversity brings, including different skills, life experiences and backgrounds. With that in mind, in this round of trustee recruitment we particularly welcome applications from people from black and ethnic minority backgrounds that reflect the communities we work with.

### **Responsibilities**

Trustees must be committed to TimeBank's vision, mission and values. Key responsibilities are to:

- Govern TimeBank;
- Understand TimeBank's charitable aims and objectives, and ensure that we act within them as well as within the law and requirements of the Charities Acts and Charity Commission;



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- Attend TimeBank's trustee board meetings, sub-committee meetings and events as appropriate;
- Represent TimeBank's agreed position if speaking publicly on behalf of the charity;
- Establish TimeBank's strategic direction, goals and business plans as part of the Trustee Board;
- Delegate the implementation of the board's decisions to the Chief Executive, but also define management authority boundaries;
- Monitor key performance indicators on a regular basis and thereby hold the Chief Executive to account for outcomes;
- Understand and act on financial and any other monitoring information presented to them, questioning such information when appropriate;
- Review the Chief Executive's performance annually through the Chairman;
- Self-review the board's performance;
- Annually review the risk register;
- Help to recruit and induct new trustees, the Chairman and Chief Executive as required;
- Support the Chief Executive and occasionally other staff when requested; and
- Attend inductions and governance training.

### **Our selection criteria**

We will select and assess each candidate based on your skills and attributes, and your willingness and ability to:

- Attend meetings, training sessions and other events as required and to devote sufficient time to board work;
- Consider and understand documents, tables and statistics;
- Challenge and ask questions;
- Bring insight and perspective through relevant experience, including in the specific skill areas sought;
- Work as part of a group;
- Be willing to join and lead sub-committees;
- Listen to and respect the contribution of others;
- Contribute to group discussion;
- Be flexible and support collective decisions;
- Uphold the vision, values and objectives of TimeBank;
- Act professionally, with integrity and in the best interests of TimeBank;
- Maintain confidentiality;



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- Adhere to the principles and practice of equality and diversity; and
- Have an interest in volunteering and are motivated to make a difference.

## How to apply

Read this Trustee Application Pack



Complete the Equal Opportunities Monitoring Form at the end of this pack



Tell us in a covering letter of no more than two sides of A4 why you'd like to join our Board and what skills and experience you feel you could bring



Email your CV, your application letter, the Equal Opportunities Monitoring form and referee details to Phil Pyatt, Chief Executive at [phil@timebank.org.uk](mailto:phil@timebank.org.uk) by 5pm on Friday 19<sup>th</sup> February 2021.



Successful candidates will be invited for an interview with Stuart Crotaz, TimeBank's Chair, Camelia Ram, Trustee and Phil Pyatt, TimeBank's Chief Executive.  
Interviews dates - TBC

If you want to find out more or have any queries please contact Phil Pyatt at [phil@timebank.org.uk](mailto:phil@timebank.org.uk)

You can also find out more about TimeBank at [www.timebank.org.uk](http://www.timebank.org.uk).



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**Please submit the contact details of two referees:**

(These will only be requested if you are short-listed)

**Reference 1**

Name:

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Address:

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Please state in what capacity the referee is known to you and for how long:

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Email:

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**Reference 2**

Name:

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Address:

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Please state in what capacity the referee is known to you and for how long:

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Email:

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## Equal Opportunities Monitoring Form

TimeBank promotes equal opportunities. It aims to ensure that all job applicants and employees receive equal treatment regardless of age, disability, ethnic origin, gender, HIV/AIDS antibody status, marital status, race, religion, responsibility for dependants, sexual orientation or transsexuality. This form is optional and used only for monitoring purposes – it will be separated from your application on receipt.

**Gender**            Male             Female             Transgender

**Age**

18-24	<input type="checkbox"/>	25-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60-65	<input type="checkbox"/>
Over 65	<input type="checkbox"/>				

**Disability**      Do you consider yourself disabled in any way, or have any particular requirements regarding access etc.?

### Ethnic Origin

Tick the classification which would best describe your ethnic origin. This term refers to different racial groups and not to your nationality, country of birth or religious affiliations. The classifications given below are based on those used in the 2001 National Census. If you feel that you do not fall within these categories, please indicate under 'Any other..' ..' what you consider to be your ethnic origin'.

I consider my ethnic origin to be:

**A. White**

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background (please write in)	<input type="checkbox"/>

**B. Mixed**

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other Mixed background (please write in)	<input type="checkbox"/>

**C. Asian or Asian British**

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background (please write in)	<input type="checkbox"/>



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D. Black or Black British

Caribbean

African

Any other Black background  
(please write in)


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E. Chinese or other ethnic group

Chinese

Any other

(please write in)


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Please return this form with your CV, referee details and application letter by 5pm on Friday 19<sup>th</sup> February 2021 to Phil Pyatt, Chief Executive at [phil@timebank.org.uk](mailto:phil@timebank.org.uk)