



**BVA**  
**Basingstoke**  
**Voluntary Action**



Trustee  
Recruitment  
**October 2022**

## We are looking for Volunteer Trustees!

**Location: Basingstoke / Remote**

Basingstoke Voluntary Action is an umbrella organisation for community and voluntary organisations in the Basingstoke and Deane borough, providing information, training and advice to promote, support and develop voluntary action in our community.

We are looking for forward looking, independent thinking people who can support BVA's core purpose as the strategic body representing the Voluntary, Community and Social Enterprise (VCSE) sector across Basingstoke and Deane. We are looking to expand our current board and attract a wider range of expertise and transferable skills in areas such as business development, HR, legal, fundraising, governance, and marketing.

As a Trustee Board Member, you'll help shape BVA's long term strategy and plans for how we carry out our charitable objectives, alongside holding the CEO to account for the effective performance of the organisation, utilising your skills and knowledge to support and contribute where required.

**“Being a Trustee at  
BVA has allowed me to  
not only see, but also  
contribute to, the wider  
impact their work has on  
the whole community.  
Very rewarding!”**

Express an interest: For an initial discussion or to attend our upcoming Trustee Open Event taking place on 7th December at 5pm, please contact Tony Capon, CEO, at [tcapon@bvaction.org.uk](mailto:tcapon@bvaction.org.uk) by 30 November 2022.

## Thank you for showing an interest in the Trustee role with Basingstoke Voluntary Action (BVA).

We currently have several Trustee roles available to come and join our current Board of Trustees at this very exciting time for our organisation. There will be an opportunity too for someone to potentially develop into the Chair of Trustees role at some point in the future, due to the upcoming end of the current Chair's tenure. BVA exists to serve as the strategic body representing the Voluntary, Community and Social Enterprise (VCSE) sector across Basingstoke and Deane. We fulfil this by:

### Being an umbrella membership body for VCSE organisations:

Through our free membership offer, organisations can access a wide range of development, information, and guidance services to help them flourish.

### Representation and Partnerships:

Through our wide-reaching presence and connections amongst the local, county, and national networks, ensuring that the voice of the VCSE sector is represented at a strategic level and our member's, voices are heard.

### Volunteering Centre of Excellence:

We ensure our members are equipped with a volunteer workforce fit to meet the needs of our community. Through our promotion of volunteering amongst residents we ensure that the VCSE sector is connected to, and represented by, the people it serves.

### Leading Community Action:

From coordination of large-scale community efforts to support emergency situations, through to bringing together key partners and managing consortia to design and deliver community initiatives, to identify and create voluntary action.

As the membership organisation for all within the VCSE sector and with a total income stream c. £600K and staffing of 19 plus volunteers, the role of the Trustee is essential for good governance and ensuring BVA is the beacon of good practice across the Basingstoke and Deane VCSE sector.

We are therefore looking for forward looking, independent thinking people who want to effect change and support BVA's mission to facilitate a vibrant, sustainable, and far-reaching voluntary sector to champion the needs of Basingstoke and Deane residents.

We need Trustees with a wide range of skills, experience, and expertise, and more importantly those with a personal motivation and shared values to enhance and complement our current Board whose role it is to set and develop long term strategy and plans, provide leadership and shape culture. As well as, holding the CEO to account for the performance of the organisation as defined by collectively agreed goal's and targets and ensuring the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.

The particular skills required currently are people with one or more of the following:

- Legal Background
- Strategic Marketing and Communications skills
- HR expertise
- IT skills
- Strategic Fundraising
- Governance
- Business Development

We would like to entice anyone with:

- Charity Sector experience
- Public Sector experience (including Health, Housing, Military, Criminal Justice, etc)
- Leadership experience
- Early Career Individuals/Younger voices
- Those from underrepresented groups

Personal attributes and requirements are of utmost importance including:

- Values in tune with those of BVA: integrity, professionalism, empowerment, and innovation
- Personal motivation and commitment to the role
- Preparedness to 'bring something to the table' in terms of expertise and experience
- Time availability to fulfil commitments
- Responsiveness and enthusiasm
- Understanding of the role of a Trustee
- Good team player
- Ability to balance the need for Officer support and challenge
- Interest in local community development.

BVA is located in Basingstoke at The Orchard building and there will be a requirement to meet here on occasion. However, we operate a hybrid model with some meetings running virtually e.g., Quarterly Review Performance meetings, whilst others lend themselves more to face to face meetings e.g., strategic discussions, presentations etc. The Board meets once per month (except for August) with other strategy sessions and sub committees, where required, and there is an expectation you will attend these. You will also be invited to join other events on an optional basis if deemed appropriate or invited by the CEO. There is no specific requirement to live within Basingstoke and Deane.

Expressions of interest are now sought and if you would like to have an initial conversation about the role please contact Tony Capon, CEO at [tcapon@bvaction.org.uk](mailto:tcapon@bvaction.org.uk) by 30 November 2022.

Timetable of Events thereafter:

- Trustee Open Event from 5-7pm.
- Wednesday 7th December 2022
- Come and hear all about the work of BVA and meet some of the Trustees for an informal discussion about the reality of being a Trustee for BVA.
- Observe Trustee Board Meeting.

There will be an opportunity for you to then observe a Board meeting on either 7th December 2022 following the open event, or on 26th January 2023.

### **Wednesday 21st December 2022**

A full CV and supporting letter to be submitted by this date

### **Wednesday 11th January 2023 (Back-up date only if needed Monday 23rd January 2023)**

A one-to-one meeting with the Chair, CEO, and potentially one other Trustee, will take place to discuss in more detail motivations, suitability and further clarity of the role and answer any final questions to enable either party to determine whether the “fit” is right. We aim to be totally open and transparent about what you might be letting yourself in for so there are no surprises!

### **Thursday 26th January 2023**

Approval sought from current Trustee Board at their January meeting to appoint successful candidates as Trustee designates.

### **Friday 27th January 2023**

Successful candidates informed of outcome and invited to join the Board as a non-voting Trustee for a probation period of 2 meetings where participation/contribution can be evaluated and designates can test out BVA.

### **April 2023**

Individuals confirmed in post and registered with The Charity Commission.

This post is a voluntary role and unremunerated.

Thank you once again for your interest in BVA at this exciting time in our history and development and I look forward to receiving your expression of interest.

Warm regards



**Carol Bode**

Chair of Trustees

October 2022

# **BVA Basingstoke** | **Trustee Role** **Voluntary Action** | **Description**

## **The duties of a trustee are as follows:**

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## **Person specification:**

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

This Code sets out the standards of behaviour expected of the BVA Board of Trustees, the charity's Chief Executive and those in attendance at meetings. The Code incorporates the Nolan principles of standards in public life (see attached) and it aims to ensure that all always observe the highest standards of propriety and act in the best interests of BVA.

#### Members will:

- Behave in a way that is consistent with BVA values and policies.
- Always treat each other with respect and courtesy, including showing respect to all staff, whether paid or unpaid, and let them work unhindered.
- Behave in an open, positive, and responsive manner.
- Devote sufficient time preparing for and attending meetings to ensure they add value to the network.
- Check and respond promptly to email correspondence, particularly where feedback or approval has been required.
- Identify and promptly declare any actual, potential, or perceived conflicts of interest, absenting themselves from any discussion where there is any such conflict.
- Respect the status of confidential issues they read and discuss and be bound to maintain the status of this material and any discussions.
- Use their knowledge, expertise, and experience to take the best decisions they can in the interests of the network.
- Promote and support the principles of good governance by leadership and example.
- Not derive any personal benefit from their position beyond what is allowed by law and what is in the interests of BVA. Decisions should be taken solely in terms of BVA's interests and not to gain financial or other material benefit for themselves, their family, or their friends.
- Comply with any rules agreed by the Board including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise BVA's neutrality.
- Disclose anything in their past which could bring BVA into disrepute or which may conflict with the aims, principles, and values of BVA.

#### The Seven Principles of Public Life also known as The Nolan Principles

##### 1. Selflessness

Holders of public office should act solely in terms of the public interest.

##### 2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

##### 3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

##### 4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

##### 5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

##### 6. Honesty

Holders of public office should be truthful.

##### 7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Updated October 2022