

Lewisham Irish Community Centre

Treasurer Recruitment Pack

lewishamirish.org.uk



An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

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Introduction

Lewisham Irish Community Centre (LICC) is an organisation with an enduring passion for transforming the lives of the people it works with. Primarily we have been focused on the needs of Irish, Irish descents and people from the Irish Traveller community, but we work with communities across Lewisham. LICC enables people to build resilience, retain independent and fulfilled lives and access the right kind of support when required.

We have offered this support since our formation in 1992. As we have grown and become more involved in our local community, we have developed and changed our services to meet their needs. While retaining the core services for our older and vulnerable Irish Community, we offer a broad range of services and activities to local families, young people, older BAME Communities, local businesses, voluntary sector groups and residents.

We're at an exciting stage in our development having recently launched our ambitious 4-year strategy. We are seeking a Treasurer with significant expertise who can contribute to the next stage in our development.

We are a registered charity (1014852 - Lewisham Irish Community Centre) and a company limited by guarantee (0272450).

Our charitable aims are to

- a) advance education and provide facilities in the interests of social welfare for recreation and other leisure time occupations with the object of improving the conditions of life of the said community.
- b) establish or secure the establishment of and to maintain and manage a centre for activities promoted by the Company and its constituent bodies in furtherance of the above object.
- c) advance the education of the public in Irish culture and heritage.
- d) relieve poverty, sickness and distress.

As a charity, we have a trustee board, made up of 9 individuals. As we continue to modernise and evolve as an organisation, we are seeking two new Trustee Board members who can volunteer their time and talents to help grow the centre and fulfil our ambitious strategic plan. As a Trustee Board member, you will be a Trustee of the charity as well as a Director of the company.

This document sets out some information regarding the centre, the roles available and how to apply to become a member of our Trustee Board so you know what to expect from the process.

If you have any questions or would like to discuss the role before submitting an application you can arrange to speak to Kathleen Sheridan, CEO by emailing at manager@lewishamirish.org.uk or our Colum Mackey, Chair by emailing at lewishamirishcommunitycentre@gmail.com

Colum Mackey

Chair

Trustee Board

Trustee Board Overview

The Trustee Board is legally and financially responsible for the organisation. The Trustee Board makes the major decisions on strategy, policy and finance. Some members of our Trustee Board are also involved in running programs, events and initiatives for the benefit of the Centre.

Whilst some of the tasks required of the Trustee Board are delegated to staff the whole Committee is still liable for the actions of the organisation. As such, it's important that the Committee provide adequate oversight of all decisions.

Your Commitment

Your level of involvement will be up to you, but all of our committee members are required to meet the following obligations

- Attend Trustee Board meetings, ordinarily 8 a year.
- Act in the best interests of the Lewisham Irish Community Centre
- Accept joint responsibility for all decisions
- Ensuring an Annual General Meeting is held, and annual returns are made to the Charity Commission and Companies House
- Follow our Constitution and Articles of Association
- Uphold your statutory duties in respect of Charity and Company law

Some legal bits we want to make clear

- Your financial liability as a Trustee Board Member is limited to £10. You will only have to pay this should the Lewisham Irish Community Centre close with debts, providing the committee has acted with "due care and diligence".
- Committee Members put themselves at risk of personal liability only if they act outside their powers, act fraudulently or without due care, commit an offence, or allow the organisation to carry on operating when they know, or should reasonably have known, that it is inevitably going to become (or already is) insolvent.
- You are the legal employers of the Centre's staff

Our Commitment to You

We value the contribution of all of our Trustee Board Members. We will make sure you

- Receive training so that you are clear on your responsibilities
- Support you to bring your best to meetings and to the Centre
- Give you space to be heard

General Eligibility

We require trustees to declare they are eligible under charity and company law to be appointed. Full details of eligibility will be provided during the process but here's an overview.

In general, you must

- Be over 18
- Be enthusiastic to support the local Irish community in Lewisham
- Be willing to undertake a Disclosure and Barring Service check

You must not

- be serving a criminal conviction or, in some circumstances, have an unspent convictions
- have recently filed for bankruptcy
- have been disqualified by the Charity Commission
- are a disqualified company director
- breach any other eligibility criteria as set out in charity and company law

All of our trustees are required to act in the best interests of the charity, in accordance with charity and company law and in line with the LICC Constitution and Articles of Association at all times.

If you are appointed and subsequently are unable to meet these criteria then you will have to vacate your position in the committee.

You can resign at any time.

Applying

Our application process is straight forward. Here are the 3 steps we follow along with an estimated timeline.

1

Application

We ask applicants to apply by sending a CV, letter of interest to Kathleen Sheridan, CEO at manager@lewishamirish.org.uk

We also ask that you sign and return our declaration of eligibility and code of conduct (which you will find at the end of this pack).

Following this you will be invited to an interview

2

Interview

Our interview is usually conducted by the Chair of the Trustee Board and two other members of the committee. This is a chance for us to get to know you, learn more about your interest in the centre and for you to ask any questions you might have. We will usually be in touch to arrange a date for an interview within two working weeks.

If, after this, we are both happy to proceed we'll invite you to a meeting of the Trustee Board where we will recommend, they appoint you.

3

Appointment

Our Trustee Board meets once a month and you'll be invited to the next available meeting. You'll be given a chance to introduce yourself and meet the other Committee members. The Trustee Board will then vote on your appointment.

If the vote passes, you'll become a Committee Member until our next Annual General Meeting.

Annual Reappointment

Committee Members have to be reappointed every year at our Annual General Meeting. At this meeting all Trustee Board members shall retire from office, in accordance with Clause 31 of the LIC Articles of Association

For prospective Committee Members

You can stand for Election to sit on the Trustee Board. To be eligible you

1. will need to be recommend by the Trustee Board
- or**
2. a member, qualified to attend and vote at the AGM, can give written notice of their intention to propose you for election. You will also need to sign the notice to say that you are willing to be elected.

For current Committee Members

You will automatically be eligible for re-election

If you offer yourself for re-election you will be deemed to be re-elected unless a vote is requested

Votes will be taken by a show of hands unless a poll is requested

Treasurer - Role Description & Person Specification

The overall role of the Treasurer is to maintain an overview of Lewisham Irish Community Centre's Financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role and personal specification are summarised below.

Role Description:

General Financial Overview

- To oversee and present budgets, accounts, and financial statements
- Assist the chair, other officers, and the Chief Executive in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity
- Ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board
- Ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Identify and bring to the attention of the board, any financial risks facing the charity
- Ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the organisations reserves policy, and to ensure that this policy is reviewed and monitored regularly
- To liaise with the independent examiner where appropriate
- To ensure any recommendations of the independent examiner are implemented
- To ensure accounts meet the conditions of contractual agreements with external agencies such as the Irish Department of Foreign Affairs and Trade and Lewisham Borough Council contracts
- Working with the chief executive and accountant to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance

Financial Planning and Reporting

- To present financial reports to the committee
- To make a presentation of the accounts at the Annual General Meeting (AGM)
- To advise on the financial implications of the organisation's strategic and operational plans
- To advise on and contribute to the fundraising strategy of the organisation
- To ensure that there is no conflict between any investment held and the aims and objects of the charity

Person Specification

In addition to the Essential Qualities and Skills required of all trustees, nominees for the position of Treasurer will also require:

- Experience of financial control at Director/ Senior Management level
- Experience of setting, implementing and monitoring budgets and devising strategic financial plans
- Suitable accountancy or audit qualification
- Experience of managing and mitigating against financial risk
- Experience of vetting, appointing and working with independent auditor
- Experience of charity finance and fundraising would be desirable
- A commitment to fulfilling the role of Trustee and meeting the person specification set out for all trustees
- Commitment to attend 8 annual evening meetings and the AGM

Trustee Declaration of Eligibility

I have received and understood the Memorandum and Articles of Association of the Charity and support its Objectives and Purposes.

I realise that as a member of the Trustee Board I am a charity trustee and company director and I understand the duties and responsibilities involved.

I am not under 18 years of age and am not disqualified* from serving as a charity trustee, and in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

Name

House no. / name

Postcode

Date of birth

Signature Date

* Disqualifications include :-

- a) an unspent conviction for an offence involving dishonesty or deception,
- b) an un-discharged bankruptcy,
- c) an un-discharged composition or arrangement with creditors,
- d) having been removed from the office of Charity Trustee by the Charity Commission or the High Court,
- e) being subject to a disqualification order under the Company Directors' Disqualification Act 1986.

Code of Conduct for Trustee Board Members

As a prospective Trustee Board member, I agree to the statements below and I will respect and uphold the values of Lewisham Irish Community Centre LICC.

General

- I will act within the governing document and the law, and abide by
- the policies and procedures of the organisation. This includes having a knowledge of the
- contents of the governing document and relevant policies and procedures.
- I will support the objects and mission of organisation name, championing it, using any
- skills or knowledge I have to further that mission and seeking expert advice where
- appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to
- and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- I will respect organisational, board and individual confidentiality, I will not disclose the content of meetings unless authorised to do so, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of LICC and its environment. This will include an understanding of how LICC operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use LICC resources responsibly, and when claiming expenses will do so in line with LICC procedures.
- I will seek to be accountable for my actions as a Trustee Board member and will
- submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that LICC is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

Managing Interests

- I will not gain materially or financially from my involvement with LICC unless specifically authorised to do so.
- I will act in the best interests of LICC as a whole, and not as a representative of any group – considering what is best for LICC and its present and future beneficiaries and avoiding bringing the organisation into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest
- I will ensure that this is managed effectively in line with LICC policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

Meetings

- I will attend all appropriate meetings and other appointments or give apologies. If I cannot regularly attend meetings I understand I will accept to resign my post if requested. I will attend punctually on a regular basis, if I cannot attend punctually on a regular basis I will accept to resign my post if requested.

- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

Governance

- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.
- I will not criticise Trustee Board decisions, policy and activities or individuals within the organisation publicly, or through any medium outside of the organisation.
- I will actively contribute towards improving the governance of the trustee board,
- participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship at LICC and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

Relations with Others

- I will endeavour to work considerately and respectfully with all those I come into contact with at LICC. I will respect diversity, different roles and boundaries, and avoid giving offence
- I recognise that the roles of trustees, volunteers and staff of LICC are different, and I will seek to understand and respect the difference between these roles.
- Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer
- I will seek to support and encourage all those I come into contact with at LICC. In particular I recognise my responsibility to support the chair and the senior staff or those working for LICC.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about LICC will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

Leaving the Board

I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign or being excluded from the trustee board. Should this happen I will be given the opportunity to be heard, in the event that I am asked to resign from the board I will accept the majority decision of the Trustee Board in this matter and resign at the behest of the board, if I am unable to do this then the Trustee Board will have the right to exclude me.

If I wish to cease being a trustee of LICC at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Name

Date