

INFORMATION FOR TRUSTEE RECRUITMENT

Thank you for considering applying to join our board of trustees.

If you would like to talk to someone before applying, then in the first instance please contact Fiona at Cynnal Cymru (fiona@cynnalcymru.com)

As a Cynnal Cymru trustee the formal duties are:

- Ensuring that Cynnal Cymru pursues its stated objects, as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring compliance with the governing document, charity law, company law and any other relevant legislation or regulations
- Understanding the principles and rules which govern UK charities and how they relate to Cynnal Cymru
- Ensuring that resources are used exclusively in pursuance of Cynnal Cymru's charitable objects for the benefit of the public
- Setting goals and targets and evaluating performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring effective and efficient administration, including having appropriate policies and procedures in place
- Ensuring the financial stability
- Protecting and managing any property of the charity and ensuring the proper investment of the charity's funds

In addition, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers and reports on finance, risk, audit, and ensuring the financial stability of the organisation, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise and may include leading discussions and focusing on key issues of expertise.

For more information, the Charity Commission produces helpful [5 minutes guides](#).

Person specification

- A commitment to Cynnal Cymru and its purpose
- 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
- An advocate and ambassador for Cynnal Cymru, and sustainability
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Time Commitment:

Our Board meetings are held quarterly, usually in the late afternoon. Whilst currently we are holding these virtually, we hope to be able to meet in person, in Cardiff, when COVID regulations permit.

Time would need to be set aside for induction, for meeting preparation and for an annual away-day. In addition, as and when Covid permits, you would be expected to contribute outside meetings to support our work by sharing expertise and attending events.

Board membership is an unpaid voluntary role. Successful candidates will be appointed on a three-year term and would be eligible for re-appointment, up to a maximum of six years.

To apply:

Please send a CV and letter of not more than two pages explaining why you want to become a trustee of Cynnal Cymru and what skills and experience you would be able to contribute.

Send to: Fiona Humphreys - fiona@cynnalcyrmru.com

Deadline: 23 August 2021

We will invite candidates for interview in mid-September and hope they will be able to join us at our meeting on 9 November 2021.

There will be an induction for new trustees, and the opportunity to be supported by a trustee mentor.