

Welcome from the Chair of LCVS

“Thank you for your interest in becoming a Trustee of LCVS.

For over a century, LCVS has been working to improve the wellbeing of individuals and communities in Liverpool through supporting and encouraging charitable giving and voluntary action and by bringing people, organisations and resources together.

We provide support, advice, training, networking and representation for the Voluntary, Community & Faith Sector (VCFS) across the Liverpool City Region and we help donors distribute over £4m every year to charitable organisations, both here in the UK and across the world, but with a focus on Liverpool.

During 2023 we undertook a strategic review and stakeholder consultation to consider how LCVS can work towards supporting the eradication of poverty in Liverpool.

The resulting strategy will be launched in the Spring of 2024 and will help LCVS to focus its resources over the next 5 years, where it can make most impact. We acknowledge that we can't do this by ourselves and will continue to work with our public, private and VCFSE partners to deliver our vision of eradicating poverty, creating a society in which everyone is equal and where everyone has the opportunity to thrive.

This work is being undertaken in an extremely challenging external environment and LCVS is not immune to these pressures. The board of Trustees will play a vital role in ensuring LCVS has a robust and sustainable financial strategy to secure its future so that it can continue to play a vital role within the City.”

Sonia Bassey MBE
Chair

About LCVS

LCVS is an infrastructure organisation and as such supports the voluntary, community, faith and social enterprise sector under the following areas:

Partnership & Collaboration

LCVS works with our public sector partners to engage and support the VCFSE in the city to support those in our communities most in need.

This both through the distribution of grant funding and through networks for knowledge exchange and partnership working.

Networks & Research

There are a range of activities which are vital to support our aims: for example, providing networking opportunities and bringing people together to address problems; developing an evidence and research base and providing a policy function so we know where to put our efforts and we can encourage others.

We facilitate a number of networks and Communities of Practice (CoPs) that bring together groups and individuals who have a specific interest in an issue.

Health & Wellbeing Network: a network of over 300 organisations working to support health and wellbeing in the city which provides space for share learning, collaboration and peer support. Work was initiated to create a smaller, strategic leadership group of organisations working in this field, that would be supported to engage with statutory leaders and decision makers to promote improved collaboration and service delivery, as well as increasing opportunity for local community groups to better access funding and delivery opportunities.

CoREN (Community Research and Engagement Network) – LCVS is a member of the CoREN leadership group which seeks to encourage and support the linking of academia to community organisations. LCVS provides insight on the sector and acts as a critical friend to programme development.

Poverty Action Group: LCVS is a member of the City's Poverty Action Group which brings together the voluntary sector, housing partners and city council to work together to address issues arising from poverty in the city.

VS6: VS6 is a partnership of support organisations working with the 8,600 VCFSE groups operating across our Liverpool City Region (LCR). It is focused on driving positive change by connecting the VCFSE sector with our developing city region. Together, it has links to 8,600 organisations across the six boroughs and aims to support these groups – many integral to our communities - to collectively influence decision making.

Leadership & Advocacy

LCVS plays a key role in representing the sector and ensuring it has a voice in policy and as such we have a seat on a number of strategic groups and board to advocate for the VCFSE. These include:

- Health and Wellbeing Board
- One Liverpool Partnership Board
- Liverpool Strategic Partnership
- Cheshire & Mersey Health Leads Forum
- Violence Reduction Partnership
- Merseyside Funders Forum

Practical Support

LCVS provides a number of areas of practical support to organisations to ensure they are well led, funded and governed:

- Capacity building: supporting organisations in areas such as governance, income generation, partnership development and planning/impact measurement.
- Community Accountancy & payroll: LCVS offers a service to smaller organisations who are not able to accommodate these functions within their organisation.

Charity Services

LCVS acts as trustee, treasurer and secretary for a number of private trusts and foundations and manages investments of over £20million on behalf of these.

151 Dale Street

Our premises at 151 Dale Street continue to offer the VCFSE accommodation at less than commercial rent and act as a hub for the sector from which LCVS also undertakes its work.

Trustee Job Role

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main responsibilities

- Ensuring the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Promoting and developing the charity in order for it to grow and maintain its relevance to society. This includes involvement in campaigning and fundraising activities
- To safeguard the good name and values of the organisation
- To contribute actively to the board of trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Maintaining sound financial management of the charity's resources, to protect and manage the property of the charity and to ensure the proper investment of the charity's funds ensuring expenditure is in line with the organisations objects and investment policies
- 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
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practise in good governance
- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate
- To maintain absolute confidentiality about all sensitive, confidential information received in the course of trustee's responsibilities to the charity.

Other Duties

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 include:

- scrutinising board papers
- leading discussions
- focusing on key issues
- providing guidance on new initiatives
- other issues in which the trustee has special expertise

Charitable Objects

- To promote, assist and encourage charitable endeavour in Liverpool and its vicinity and beyond and the effective and economical management of charitable funds
- To promote the voluntary sector for the benefit of the public
- To promote, assist and encourage the advancement of education

- To improve the health of the community and, to that end, to promote, encourage and provide facilities for recreation and leisure time occupation with the object of improving the conditions of life
- To promote any object for their benefit of the community which now are or hereafter may be deemed by law to be charitable.

LCVS Articles of Association

3.4 The Trustees shall include amongst their functions the obligation to:-

3.4.1 establish a strategy and policies and plans to achieve the objectives of the Charity having regard to advice from any Chief Executive appointed by the Charity from time to time;

3.4.2 establish a financial and budgetary framework within which the Charity shall operate;

3.4.3 establish and oversee a framework of delegation and systems of control;

3.4.4 agree policies and make decisions on all matters that may create significant financial risk to the Charity, or which affect material issues of principle;

3.4.5 monitor the Charity's performance in relation to the strategies, policies, plans, financial controls and budgets and other decisions of the Trustees:

3.4.6 appoint (and if necessary remove) the Chief Executive or other senior member of staff;

And none of the above functions shall be capable of delegation, provided that the Trustees may by exercise of their powers of delegation or otherwise seek and obtain advice in relation to any such functions.

Accountable to

As the Board is responsible and liable for the governance and functioning of the charity, it is accountable in varying degrees to a variety of stakeholders, including: Service users, Members, Funders, the Charity Commission and Companies House. Close attention must be given to the Governing Document to ascertain the type of organisational structure and range of interested parties.

Person Specification – Essential Attributes

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic Vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

Trustees must:

- Be over age 18.
- Not an undischarged bankrupt.

- Have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- Not be under a disqualification order under the *Company Directors' Disqualification Act 1986*.
- Have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- Not be disqualified by the *Charities Act 1993* (section 72) from acting as a charity trustee.
- Not have any financial interests in conflict with those of Liverpool Charity and Voluntary Services (either in person or through family or business connections) except those which have been formally notified in a conflict of interest statement. Should specifically notify any such interest at any meeting where trustees are required to make a decision which affects personal interests, and will be absent entirely from any decision on the matter and not vote on it.

A full induction will be provided to new Trustees.