

# *Yorkshire Miners' Welfare Convalescent Homes*

*Registered Charity no 230638*

## **Prospective trustee information pack**

### ***Do you share our passion? Could you be our next trustee?***

The current board of trustees would like to invite you to help us shape the future of our charity, the Yorkshire Miners' Welfare Convalescent Homes, so that we can continue delivering for our beneficiaries - the former employees and eligible relatives of the Yorkshire coalfield community.

Although the coal mines are now gone from daily life, our passion and determination to support those who were formerly employed in the industry, by providing convalescence and restorative breaks, remains as strong as ever. Although we sadly no longer have our dedicated home, Lynwood, in Scarborough, the work of the trustees is now focused on determining the best way to continue delivering the charity's work, providing opportunities to those in need to receive the support that we can offer.

This is an exciting time to join the board, and you don't necessarily need to have a connection with the coal industry to join us. What we are looking for is someone with the commitment to help us serve our beneficiaries and undertake the role of trustee, actively and diligently.

Our board comprises of four dedicated trustees, and we currently have five vacancies. The trustees meet in person quarterly (in Pontefract) with occasional virtual or face to face meetings to enable us to progress specific pieces of work or decisions that need to be made and we have overall responsibility for all matters of the charity's governance, operations and finances.

We invite applications to join our board from those who will bring new perspective, skills, dedication, and a willingness to help other people. We actively invite people to contact us who are curious about what we do and consider if the role of trustee is right for them.

If this sounds like you, please send us your CV and a cover letter telling us why you would like to join us and highlighting the great skills you have to offer. Please take a look at our Trustee Role Profile below so that you understand what we do, what we are looking for, and what we need as a team.

To send your CV and cover letter, or if you would like to chat informally to any one of the trustees, then please do get in touch with our administrator, Barbara Dunn to arrange a suitable time and date, at [barbara.dunn@ciswo.org.uk](mailto:barbara.dunn@ciswo.org.uk).

Thank you for your interest and we look forward to hearing from you!

## **Trustee Role Profile**

*As a trustee you would be expected to undertake your role to the best of your ability within the framework of charitable law and the relevant guidance as determined by the Charity Commission for England and Wales. To join our board, it is essential that you can display the following:*

### **As a person:**

- A great, open, and honest communicator.
- Commitment to supporting people and making positive social change.
- Ability to reach shared decisions for the good of the charity and the beneficiary community.
- Understanding of the financial needs and constraints of a charity.
- Desire to be part of a team working for social good.

### **Responsibilities:**

- Act with integrity, honesty, and good judgement.
- Help with management and administration of the practical work undertaken.
- Ensure resources are used ethically, appropriately, and for the good of the beneficiaries.
- To work within the governing documents relating to the charity.
- To understand the financial and legal responsibilities of trustees.

### **Role of the board:**

- Provide strategic direction.
- Be accountable for the funds available.
- Meet the needs of the beneficiaries.
- Ensure the reach of the charity is maximised.
- Make clear and timely decisions.
- Control and manage the use of resources.
- Assess, manage, and mitigate risk.
- Discharge legal obligations.

### **Time commitment:**

The board meets, as a minimum, four times per year (Normally March, June, Sept, Dec) in Pontefract. Meetings are generally held in the morning and last from 9.30am – 12.00 noon. Outside of these times meetings are held online as required to meet the needs of the charity.

### **Eligibility:**

You cannot be a trustee if...

- You are under 18 years of age.
- Have been convicted at any time of any offence involving deception or dishonesty, unless this conviction is legally regarded as spent.
- Are an un-discharged bankrupt.
- Have made compositions with your creditors and have not been discharged.
- Have at any time been removed by the Commissioners or by the court in England, Wales, or Scotland from being a trustee because of misconduct.
- Are disqualified from being a company director.
- Have failed to make payments under the county court administrator's orders.
- If you are in any doubt about your eligibility to act as a trustee, you should either seek your own legal advice or contact the Charity Commission.