



BECOMING A TRUSTEE FOR LEEDS CIVIC TRUST

Thank you for expressing an interest in becoming a trustee for Leeds Civic Trust.

We are a charity, established in 1965, which aims to make Leeds a better place for those who live, work and visit. We have a particular interest in architecture and design, place-making, sustainability, heritage and transport.

As a membership-led organisation, our objectives are guided by our members. Much of our work is carried out by passionate and selfless volunteers and we also have a fantastic team of staff which support and guide the day to day running of the Trust.

In 2020 our trustees launched a new five-year Vision – this far reaching and ambitious strategy aims to diversify the work and reach of the Trust, develop new audiences, and ensure that the Trust remains a relevant voice into the future.

Therefore it is both an exciting, but crucial time to be joining as a trustee, as we begin this bold programme which will ensure that the Trust becomes more representative, visible, and influential.

I trust that you find the enclosed information, which contains details of the experience and expertise that we are looking to bring onto our Board, and our supporting documents of interest.

Join us and help make a great city better, together!

Jane Taylor
Chair



The following provides a short description of what becoming a Trustee involves, and the skills and expertise we are looking for. For further information, please contact the Director, Martin Hamilton via the contact details at the end of this document.

Trustee Role Profile

As a Trustee you will bring leadership skills, knowledge and experience, independence, objectivity of judgement, on matters relating to:

- ✓ developing the Trust's aims and objectives and ensuring that suitable resources are in place to fulfil them;
- ✓ developing the strategy of the Trust, including setting both short, and long-term goals and targets;
- ✓ scrutinising the performance of the Trust against objectives and strategy, and monitoring the reporting of performance;
- ✓ helping develop, implement and uphold the Trust's values and standards and ensuring that policies are in place to support them;
- ✓ ensuring that income is directed solely to the Trust's charitable purposes and using reasonable endeavours to ensure, so far as within the powers of the trustees, the Trust is financially viable;
- ✓ safeguarding the Trust's physical assets;
- ✓ ensuring appropriate investment of the Trust's funds;
- ✓ being satisfied that financial information is accurate and that financial and legal controls and systems of risk management are robust and defensible;
- ✓ appointing the CEO of the Trust and monitoring their performance;

Person Specification

- ✓ an understanding and belief in the Vision and goals of the Trust;
- ✓ an independent and incisive approach with the capacity to think and contribute strategically;
- ✓ a collegiate style: someone who is both approachable and participative;
- ✓ effective communication and interpersonal skills;
- ✓ sufficient time to commit to the role; this could involve; reading Trustee papers in good time, attending meetings (currently virtual) attending awaydays and other key events such as the Annual General Meeting. This equates to around 20 hours per year. Some Trustees may chair or attend other Trust Committees and Groups in addition to these responsibilities;

Trustee Person Specification

Leeds Civic Trust aims to reflect the city's diversity through the activities it undertakes. We welcome approaches from everyone, regardless of age, gender, ethnicity, sexual orientation, faith or disability and are working to ensure that our Board has a mix of members from all sectors and backgrounds.

We are particularly looking for specific experience and skills in one of the following five areas, though expressions of interest from people with other experience and skills are also welcome as we manage the necessary turnover of Trustees from year to year:

- ✓ Grant/Funding Experience - recent and relevant experience of best practice in the grant awarding process.
- ✓ Marketing/Audience and Membership Development - recent and relevant experience of best practice in either marketing/communications or developing engaged audiences.
- ✓ Cultural Heritage - recent and relevant experience within the city's cultural sector and knowledge of key stakeholders.
- ✓ Volunteer Management - recent and relevant experience of implementing support structures and best practice within volunteer management
- ✓ Business Development - experience in translating organisational objectives into new activity

Terms and conditions

Trustees are elected initially for 3 years and may be reappointed, to serve up to a maximum of 9 years before retiring for a minimum of one year. One third of Trustees are also required to retire at each AGM and can stand for re-election, subject to the maximum time limit. Trustees also have the power to co-opt Trustees to the Board at any time. The maximum number of Trustees is 12, and we currently have 9.

We anticipate that this current exercise may result in a number of Trustees being co-opted to the Board in advance of the AGM at the end of November 2021.

Leeds Civic Trust members are not paid a salary, fee or any other remuneration or benefit, although we do offer reasonable out-of-pocket expenses and provide any equipment that may be needed to support Trustees duties on a loan basis.

As a Trustee, there will be other opportunities to get involved in the wider work of the Trust in addition to attending Board meetings. Examples include attendance at Trust events (which may include chairing

opportunities) and representing the Trust at external meetings with city stakeholders.

All Trustees must declare any interests likely to give rise to a conflict of interest between a Trustee's duty to act solely in the interests of the Trust and any other interest (direct or indirect) and conform to the Code of Conduct.

How to apply

If you are up for the challenge and would like to be considered for a Trustee position, you should submit a supporting statement (up to two sides of A4) including information about your professional and personal background, your skills and why you would like to be considered for this role. Alternatively, please submit your CV and up to one side of A4 with supporting information.

Closing Date 5pm Monday 19th April 2021

For an informal discussion please email or call Trust Director
martin.hamilton@leedscivictrust.org.uk / 07717003685

Many thanks for your interest.