

Trustee Information Pack

We want a world that is Disability Positive



disability
positive

Charity No: 1091744
Company No: 4050994

The new name for
Cheshire Centre for Independent Living (CCIL)

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Introduction

Thank you for considering becoming a trustee of Disability Positive. The aim of this information pack is to give more background information about this vital role and the application process.

Disability Positive is a medium sized charity based in Cheshire and we work mostly in the North West. We love working with others who think like us.

We provide services, opportunities and a voice to people living with disability and long-term health conditions, and their families. We have services to help people with everyday life, being part of their local community and looking after their own wellbeing. We can offer advice, help with practical tasks and advocate for people in lots of different situations. We listen and share people's experiences to influence positive change in government policy.

We know it matters because we live with disability and long-term health conditions too.

Across Cheshire, circa 30% of the population have lived experience of disability and long long-term conditions and circa 26% of the population have caring responsibilities. Each year Disability Positive support more than 8,500 people with disability and long-term conditions, and their families. To view our latest impact review, click [here](#)

We are a trusted, influential, and supportive organisation, run by people with lived experience of disability and long-term conditions (which means that our members, board of trustees and staff have lived experience of disability and long-term conditions too).

We are currently seeking further trustees to join our board in a non-executive capacity, and very much hope you will want to play a part in ensuring the future of support for people with disability and long-term conditions, and their families. To complement the skills we already have on the board, we are seeking individuals with experience, skills, and expertise in corporate governance, strategic planning and/or financial management at a senior level. However, in addition individuals will need a personal commitment and empathy with our vision and values and a willingness to work with other trustees, the chief executive and senior team to act as ambassadors and build partnerships and networks to further our collaboration with a wide range of partners and raise funds to deliver our programme of work.

I will be short-listing applications and undertaking interviews together with our Chief Executive Officer. The deadline for applications is highlighted in the advert and if you are successful, we will be in touch to find a date to meet with you.

If you have any questions or would like to arrange an informal conversation, please contact Viki Atherton, our Training and Volunteer Manager.

I look forward to receiving your application.

Randal Smith
Chairperson of the Board of Trustees



About the role

Summary

The role of the Board of Trustees is to ensure delivery of the aims and objectives of the organisation and to provide the collective strategic leadership needed to determine its future direction. In undertaking this role, the board must ensure the organisation:

- operates within the objectives set out in the [governing document](#).
- utilises assets and resources for charitable purposes in line with the governing document.
- acts in the interests of its members.
- complies with charitable and company law.
- adheres to the organisation's values.
- upholds the reputation of the organisation.

The primary responsibility of our trustees is to provide the organisation with strategic leadership and maintain a governance perspective. More details are outlined in the [Trustee role description and person specification](#)

We have a vibrant and skilled Board of trustees, you can find out more about our existing trustees [here](#).

Experience

We currently have vacancies on our board and are seeking candidates who have:

- Successful experience of operating at board or senior management level in a charitable, commercial or public sector organisation and/or senior level expertise in financial management.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- A proven track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.
- A track record of commitment to promoting equality and diversity.

Commitment

The term of office is usually three years renewable for a further two, three-year terms. Within each term of office, trustees are expected to:

- attend meetings of the board (minimum six per year).
- attend our annual general meeting of members and any extraordinary general meetings as required.
- contribute expertise to at least one board committee and possible other expert committees of Disability Positive, as relevant.
- promote Disability Positive's goals and values and to represent the Board's agreed position when speaking publicly on behalf of Disability Positive.
- participate in annual personal development meetings.

About the role

Code of Conduct

Trustees are expected to:

- strive to work as a team in which constructive working relationships are actively promoted.
- express views openly, courteously and respectfully in all our communications with other trustees and staff both in and outside of meetings.
- support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- Be prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- observe our [Trustee Code of Conduct](#) policy and the Nolan Principles.

Conflicts of Interest

Trustees have a duty to:

- declare any potential conflicts of interest relevant to their trustee role e.g., where the individual has an interest in company that may wish to provide a service to the organisation.
- take steps to resolve any conflicts that may arise. In instances of private interests conflicting with trustee duties, the trustee must resolve this conflict in favour of the trustee role or resign.
- declare any financial interest in a matter under discussion and withdraw from the room unless he/she has a dispensation to speak.
- declare an interest in any matter which might reasonably cause others to think it could influence their decision. He/she should state the nature of the interest but may remain in the room and participate in the discussion.
- consult with the Chair if in any doubt about the application of these rules.

Remuneration and Expenses

The role of trustee of Disability Positive is voluntary and trustees will not receive any remuneration for their services on the Board.

Reasonable and proper out-of-pocket expenses incurred by trustees in the course of carrying out the role will be reimbursed in accordance with our [Trustee Expenses policy](#)

Recruitment Process

How to apply

If you are interested, please complete the following, and return by email or post:

- a volunteer application form,
- recruitment monitoring form and
- a trustee skills audit.

Timetable

Deadline for applications: Please refer to advert
Short listing: Please refer to advert
Interviews: Please refer to advert

Appointment:

Following a successful competency-based interview new trustee's will be asked to come along and shadow three board meetings and a committee of their choice. We currently have four committees:

- Finance and Audit,
- Governance,
- HR and Remuneration and,
- Strategy and Risk

After three meetings, it will be agreed whether you would become a full member of the board.

Training and Development

Before your shadowing period commences, you will have the opportunity to participate in a full trustee induction, and once appointed continue your development in line with our [Trustee Recruitment, Induction and Development Policy](#).

What we do with your data

In accordance with the Data Protection Act 1998, and the General Data Protection Regulations 2018, the information provided on this form will be used as part of the recruitment and selection process and may be disclosed to those who need to see it. It will also form the basis of the confidential personnel record of successful applicants.

In the case of unsuccessful applicants, the application form will be destroyed after 6 months, in line with our [HR Privacy notice](#).



Contact Us



Address:

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Website:

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