

Could you be our next Trustee?

Two Ridings Community Foundation enables generous people to support vital community causes. Every year we award grants to hundreds of grassroots charities across North and East Yorkshire, including York and Hull, using funds set up by our donors. Since 2000 Two Ridings CF has distributed nearly £10m in grant aid to 3000 plus charities and organisations whilst providing philanthropy services to engage donors with Two Riding CFs mission.

If you would like to use your skills and experience at Board level to help Two Ridings tackle need and improve lives in North & East Yorkshire, we would be delighted to hear from you.

Trustee Vacancy

Two Ridings CF is looking for committed individuals to join a highly skilled, friendly and engaged Board of Trustees. We are seeking dynamic and motivated individuals who are sympathetic to the aims and objectives of Two Ridings CF. We expect Trustees to play an active role on the Board by giving strategic direction and contributing to the successful and effective governance of Two Ridings CF.

Trustees are expected to:

- Attend Board meetings, an annual development day and visit a number of funded projects;
- Contribute advice and support through attendance at committee meetings and on an ad hoc basis;
- Attend Two Ridings CF events (approx. three per year); and
- Proactively identify and foster new donors and supporters.

For further information: if you would like to find out more and for an informal discussion please contact Jan Garrill, Chief Executive on 01904 929 500.

How to apply: To apply please email a covering letter (outlining why you are interested in this position and what you feel you could bring to the Board) along with your CV to Jan Garrill, Chief Executive at jgarrill@tworidingscf.org.uk

All applications are considered on their merits and against our analysis of existing trustee skills analysis. Two Ridings Community Foundation supports the principles of Equality and Diversity and aims to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Closing date: Applications for trustee vacancies should be received by 5pm on 20th June 2019.

Interview meetings: Shortlisted candidates will be invited to meet Two Ridings CF chair and trustees and to attend a short interview in July 2019.

Start date: The successful applicant will commence Trustee duties from 22nd July 2019 (following successful completion of a Trustees Declaration of Eligibility form).

The duties of the Board of Trustees

Strategy and Management

- Approval and review of the organisation's strategy and objectives.
- Review of the organisation's performance relating to achievement of the strategy and objectives, the business development plans and budgets.
- Oversight of the organisation's operations including:
 - Maintenance and management of internal control systems;
 - Adequate accounting and other records;
 - Compliance with statutory and regulatory obligations.

Financial reporting

- Approval of the annual budget and half year reforecast of budget.
- Approval of the annual report and accounts.
- Approval of significant changes in accounting policies.
- Approval of significant changes in treasury management policy.

Internal Controls

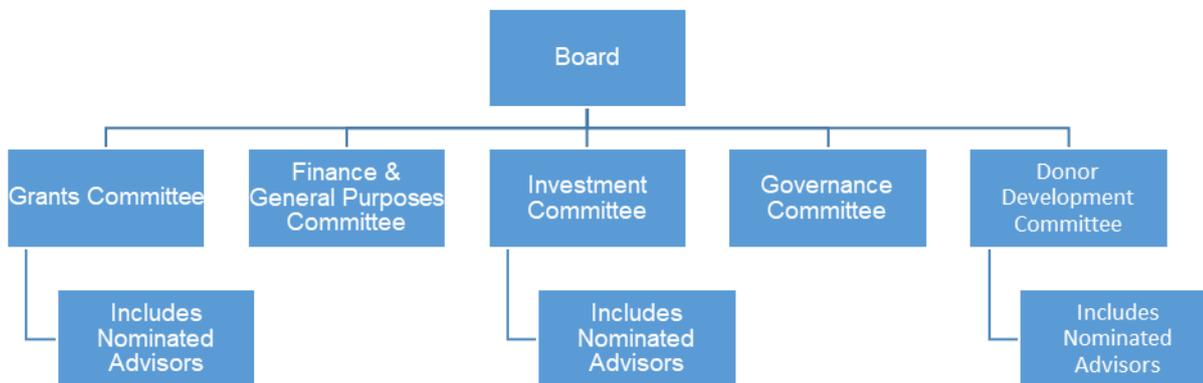
- Ensuring maintenance of a sound system of internal control and risk management including:
 - Approving the risk appetite statement;
 - Reviewing the effectiveness of the risk control processes;
 - Undertaking an annual review of these processes.

Governance

- Appointment of the Chief Executive.
- Succession planning for the Board to ensure there is an appropriate balance of skills and experience.
- Approval of appointments to the Board.
- Membership of the committees of the Board further to recommendations from Governance Committee.
- Undertaking a formal review of the Board's effectiveness.

Board meeting arrangements

The Two Ridings Community Foundation Board meets 4-5 times per annum. Currently the meetings are held at our offices in Clifton Moor, York and are timed to enable trustees who work to be able to attend. Meetings tend to start around 4.00pm and take up to two hours. Other committees of the board meet quarterly and at times to suit committee members.



The remaining scheduled board dates for 2019/20 are as follows:

Monday 22nd July 2019 – 16.00

Monday 25th November 2019 – 16.00

Monday 24th February 2020 – 16.00

In addition, there is a Board Review meeting on Monday 30th September – time to be confirmed