

Could you be our next Trustee?

We're recruiting for new Trustees to our board. If you would like to use your skills and experience at Board level to help Two Ridings inspire local giving to help improve lives & communities in North & East Yorkshire, we would be delighted to hear from you.

Two Ridings Community Foundation improves lives and communities across North & East Yorkshire by providing grants and other help to the vital, small, local grassroots charitable organisations in our region. Our role as a key local funder of local community activity means we are well placed and trusted by individuals, businesses and public and charitable bodies to manage funds and make grants on their behalf.

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 purpose 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. In terms of our board composition we are specifically looking to add to our board with individuals who have a background in law and finance and who have strong links to our region, especially Hull and Richmondshire/Craven districts. Most of all, however, we are looking for committed, enthusiastic trustees to who share our passion for grassroots groups improving lives in North & East Yorkshire.

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;
- Be an ambassador for the work of the Foundation;
- Attend Two Ridings CF events (approx. three per year); and
- Proactively help our Chief Executive identify and foster new supporters.

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

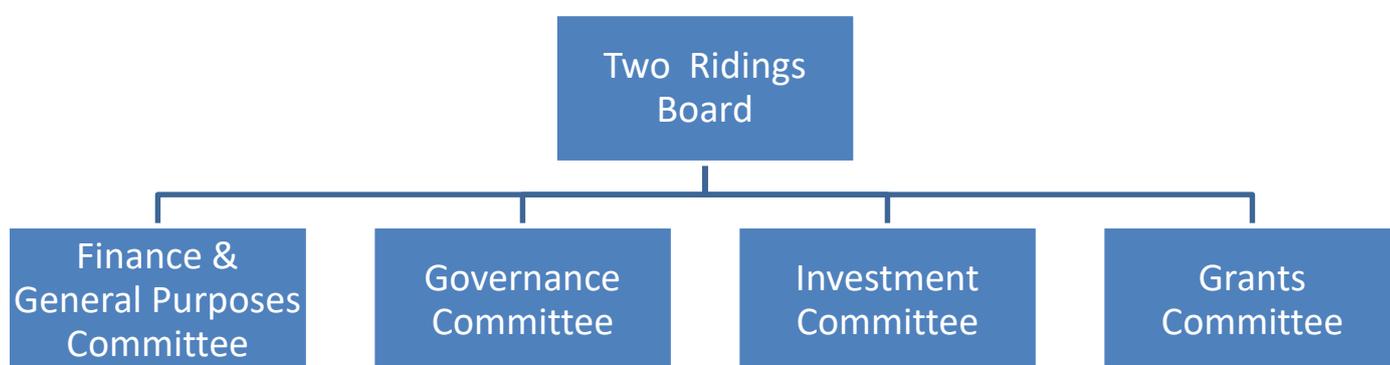
How to apply: Please submit your CV and a covering letter that details why you're applying and how your experience, knowledge, skills, and values meet our requirements to jgarrill@tworidingscf.org.uk by Friday 3rd April. The role is unpaid, but we will reimburse reasonable travel / accommodation expenses as appropriate

Two Ridings is an equal opportunities organisation, and applications are welcome from all sections of the community, particularly BAME, LGBT communities and/or people with disabilities who are under-represented within Two Ridings.

Interview arrangement: Suitable candidates will be invited to meet member of Two Ridings CF Governance Committee. Two dates are available: April 16th 14.00 to 16.00 or May 12th 16.00 to 18.00

Board meeting arrangements

The Two Ridings Community Foundation Board meets 4 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 at differing frequencies and at times to suit committee members. Grants Committee & Finance & GP Committee meets quarterly, Governance and Investment Committees meet as required.



The scheduled board dates for 2020/21 are as follows:

1 June 2020 at 16.00

23 Nov 2020 at 16.00

1 March 2021 at 16.00

In addition, there is a Board Review meeting on Monday 20 July 2020– time to be confirmed

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.