



We are Barking & Dagenham Giving

Trustee information pack



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Letter from the Chief Executive

Thank you for your interest in becoming a Trustee of Barking & Dagenham Giving.

Trustees are an important part of any charity's governance. They ensure that the charity is compliant and act as a 'critical friend', working in collaboration with the staff to set a strategic direction.

If you are appointed to our board, you will be joining the charity at a very exciting time. Amid the turbulence of last year, we were able to increase our reach and our funding by a substantial

amount, which allowed us to distribute almost £200,000 in grants to over 30 local organisations and individuals.

Towards the end of 2020, Barking & Dagenham Council made a landmark decision with the planned transfer of a new endowment fund to us, which will provide a lasting income for the borough.

While exciting, our growth brings with it new challenges. It is for that reason that we are looking to grow our board this year by appointing three new trustees, whose skills, knowledge and experience will prove indispensable in meeting the needs of Barking & Dagenham Giving in the years to come.

Of these, we require one to have experience of finance, with a particular focus on investment funds and fund management, as we deploy our new Community Endowment Fund.

We want at least two of these seats to be filled by local residents, who we feel

will be best placed to help the charity understand and serve the needs of the community.

This pack has been put together to take you through the role of trustee and help you decide if it is right for you. It is important to remember that, while the role of a trustee can seem like a lot, it is a shared experience where you will be supported in your decision-making.

The perfect trustee for us is someone who cares passionately about strengthening Barking and Dagenham. If that is you then I hope you will consider applying.

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About Barking & Dagenham Giving

Barking & Dagenham Giving (BD Giving) launched in May 2020 at the culmination of several years of work in the borough around community participation and funding.

Fundamentally, we believe involving everyone in decisions that impact their lives. We think that this helps people to create meaningful change for themselves, their family and their neighbourhood. We work to ensure that they have the power and means to implement those decisions.

We are taking a new approach to funding, building new relationships to increase resources, and creating a platform for local voices to be heard.



What we stand for

BD Giving exists to improve the way local people and organisations work together to address the most pressing challenges in the borough. We have three values that form the core of all our work.

Collaborative

No one person or organisation has a complete picture of what is happening in Barking & Dagenham. By creating opportunities for people to work together, we find better solutions to problems and make the borough stronger.

Inclusive

We create an environment where people feel safe and are able to speak up and get involved. When it comes to tackling specific issues, we bring people with lived experience and local knowledge together with data and evidence.

Ambitious

We are ambitious about increasing resources and creating space where local communities have the power to address the root causes of poverty and inequality.



Introduction to the roles

We are recruiting new people to grow and diversify our board of trustees to include new skills, experience and ways of thinking. This means we are particularly keen to attract applications from people who may not have considered being a Trustee before.

Our trustees meet around once every two months to ensure that our charity achieves what it was set up to do, and that our work and goals are in line with our vision.

Trustees are sent information in advance of each meeting, so they are up to speed on what is going on and can have informed discussions.

Currently, the charity employs two members of staff who are supported by freelancers. They are responsible for the day-to-day operations of the charity. As a trustee, you will be

responsible for the governance of their job and ensuring that all the work they carry out is done to the standards required by both Barking & Dagenham Giving and the law.

How do our trustees work together?

Trustees generally meet six times a year for Board Meetings. In addition, we are planning to hold an annual 'away day' that is dedicated to strategy and development. Other meetings may be arranged as required.

Currently, our meetings are held on a weekday morning – the full list of dates is at the end of this pack. Due to the pandemic, these meetings are online but may become in-person meetings in the borough once this is allowed.

The Chief Executive attends every meeting and minutes are taken by the other member of staff. As the charity grows, it is likely that only those members of staff who are presenting to

the board at that meeting will attend, with the others providing an update as part of the board papers.

Board papers and an agenda are distributed before each meeting. There may also be submissions from staff or guests who have been invited to observe, or present information and take questions on an agenda item. There is a lot to cover in a relatively short time in each meeting. Our meetings are usually between two and two-and-a-half hours long.

Attending meetings

Each trustee has a responsibility to read the papers in advance, in order to be able to contribute fully to the discussion and decision-making.

Decisions made at the meeting do not need to be unanimous but it is important for the board to be able to work together, even if a decision does not go your way. If you disagree with a

decision it is important to say so and explain why. Minutes are prepared after the meeting, circulated, and reviewed at the start of the following meeting.

It is not always possible for there to be full representation at every Board Meeting. When a trustee cannot attend a meeting, their comments sent in advance can be included in the discussion.

In order for the meeting to be held, there needs to be a minimum number of trustees in attendance – this is known as ‘meeting quorum’. Currently, our quorum is set at two or one-third of the board, whichever is greater. As the board grows, this is likely to change.

The role may sound daunting, but remember that you are not in it alone: trustees make decisions about the charity together. They work as a team, guided by the Chair, and are given useful information by staff.

Additional information on the role and responsibilities

Charity trustees are the people who share ultimate legal responsibility for governing the organisation and directing how it is managed and run. Some trustees have special roles, such as the chair, however, all trustees remain jointly responsible for the charity.

Being a trustee means making decisions that will impact on people's lives. Trustees use their skills and experience to support their charities, helping them achieve their aims.

Trustees also often learn new skills during their time on the board. There are some huge benefits and rewards in being a trustee and for many people it can be a life changing experience, or the route to new career path.

For more information on being a trustee see [this booklet](#) from the Charity Commission.

What we are looking for in a trustee

Our ambition is to encourage applications from people of all ages and backgrounds, who have relevant and/or transferable skills and experience. Don't worry if you are not an expert, as we will work with you to provide relevant mentoring and training once you are appointed to the board.

In addition to sharing our three core values, there are three qualities we are looking for in a new Trustee:

- **Enthusiasm** – Are you passionate about Barking & Dagenham and want to contribute to its ongoing

development? We are hoping to find people who can put that energy into their work with us.

- **Openness** – Being a trustee involves collaborating with the Barking & Dagenham community. This means taking part in discussions and debates, listening to and supporting others and contributing your thoughts and ideas with respect.
- **Individuality** – We know that diversity can be an organisation's biggest strength and we value different perspectives. We want people who will bring their knowledge and life experience to the role.

We want to make sure that our board reflects the diversity of the community we work in, and are particularly interested in seeing applications from residents of Barking & Dagenham.

We would like the skills and experience of our new trustees to complement

and add to those of our current board members.

Why does diversity matter?

When we talk about diversity, we mean the nine protected characteristics of the [Equality Act 2010](#), as well as different backgrounds, life experiences, career paths and different ways of thinking.

Boards whose trustees have different backgrounds and experience are more likely to encourage debate and to make better decisions.





Our current trustees

Ian Parkes (Chair) is the Chief Executive of East London Business Alliance (ELBA). In addition to being a driven, positive and committed Chair, Ian also brings a vast network of corporates to support residents and organisations in the borough. He is a fan of the Barking market and Billy Bragg.

Avril McIntyre MBE is the Director of Community Resources. She has 30 years of experience in the community sector – starting as a volunteer community worker on the Gascoigne Estate and later becoming a leader within the voluntary sector shaping services across the borough.

Jeremy Grint worked for the borough for 26 years in Town Planning and Regeneration. He was responsible for town planning, physical and economic regeneration for the last 10 years at Barking and Dagenham Council and had a significant, positive influence on the physical environment of the borough.

Verity-Jane Keefe is a visual artist who explores the complex relationships between people and place. Her work looks closely at the role of the artist within urban regeneration and how this can affect those living or working through it. She has worked on various commissions in Barking and Dagenham over the past eleven years.

Joni Blyth is a local resident and charity fundraiser. He's passionate about young people and how we can create a community that fosters home-grown leaders. When he's not supporting charities with business development and analysis, he can be found enjoying Dagenham's many parks with his dog.

Ioannis Mathioudakis is BD CVS's Programmes Manager. Ioannis has more than 12 years of experience in the nonprofit sector, especially within foundations, with extensive knowledge on charity administration, strategic management, grants applications and management, and charity mergers. His focus is on young people, youth criminality, and equality and inclusion.

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Role description

While a Trustee is not expected to know how to do everything immediately, it is important that you understand what the position involves and what is expected of you, as a board. Where possible, we will seek to arrange learning and training opportunities for any gaps in your knowledge.

Main Responsibilities

- Ensure BD Giving is carrying out its purposes for the public benefit.
- Act with reasonable care and skill, making best use of your skills and experience.
- Manage BD Giving's resources

responsibly. Ensure that the organisation uses its resources correctly and takes appropriate risks with the charity's assets.

- Ensure BD Giving complies with their governing documentation and the law.
- Act in BD Giving's best interests. Contribute actively to the board of trustees. Work together to make strategic, balanced and adequately informed decisions, set policy, define goals and evaluate performance.
- Make sure BD Giving carries out the necessary statutory accounting and reporting requirements.
- Safeguard the reputation and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Monitor and ensure the financial stability of the organisation, both in the short term and long term.

Other responsibilities may include

- Reading board papers in advance of each meeting and contributing to board discussions and debates.
- Representing Barking & Dagenham Giving at events.
- Review and approve the policies and procedures once a year to ensure that it reflects changes inside and outside the organisation.
- Review and approve the business plan once a year.
- Influencing, networking and advocating for the organisation.
- Raising relevant issues where you have special insight or experience.
- Comply with any and all company policies.

Benefits of being a trustee

We want the experience to be valuable for our trustees. There will be onboarding and ongoing training opportunities provided, in relation to the duties of the Board and more specific needs. As a trustee you will have:

- Induction, training and reimbursable expenses.
- Opportunities to make strategic decisions and develop new skills.
- Opportunities to network with senior professionals.
- Influence to shape innovative projects.
- The chance to make a lasting difference with and for Barking and Dagenham community.



How to apply

Please complete our [application form](#), outlining your interest in the role, your connection to the borough and what you think you could bring to the charity by 20 March 2021.

Shortlisted candidates will be invited for interview on the week commencing 5 April, which will take the form of an online meeting with representatives from the board and the Chief Executive. The final decision will be made by the board, in consultation with the Chief Executive.

In the form, please let us know if you have any accessibility needs for interview.

Candidates who are offered the position will be invited to observe a meeting of

the board before accepting. This will likely be the meeting of 28 May. If they are satisfied and wish to proceed, the current trustees will hold a vote and inform the candidate of their decision.

If successful, the candidate's first appearance as a board member will be on the meeting of 23 July.

Have questions?

If you have more questions or would like to raise points that are not covered in this information pack, you can have an informal conversation about what it is like to be one of our trustees by emailing Ian Parkes, Chair of the board (ian.parkes@elba-1.org.uk).

If you have any questions regarding the application process, please contact Geraud de Ville de Goyet, our Chief Executive (geraud@bdgiving.org.uk).

Please have a look at [our website](#) to find

out more about our work, sign up for our newsletter and follow us on social media.





Dates

Application closing date: 20 March 2021

Interviews: Week of 5 April 2021

2021 board meetings

- Wed 24 March, 9am – 11am
- Fri 28 May, 9am – 11am
- Fri 23 July, 9am – 11am
- Thu 30 September, 9:30am – 11:30am
- Wed 24 November, 10am – 12pm