



### The role of Trustee

Trustees take on the ultimate legal and financial responsibility for all the activities of the charity. They maintain an overview of policy and strategic direction, ensure that staff and volunteers are supported in their work, and make sure that the charity is equipped and resourced to pursue its outcomes.

Hive aims to have around 7-8 Trustees to provide effective governance and leadership.

### What do Trustees do?

Trustees are responsible for ensuring that the charity carries out its activities for the public benefit, in line with its charitable objectives and powers.

The Trustees take collective responsibility and have a legal duty to:

- comply with the charity's governing document and the law
- act in the charity's best interests
- manage the charity's resources responsibly
- act with reasonable care and skill
- ensure the charity is accountable.

Trustees can be held personally liable to the charity or a third party for financial losses or legal claims, but the law generally protects Trustees who have acted honestly and reasonably, and in practice it is very rare (although not impossible) for this to happen.

The Trustees meet monthly for a couple of hours, with some preparation and follow-up between meetings. Additional ad hoc meetings may also be held, as necessary, to discuss specific issues. Meetings are usually held in person, but may also be held online.

### Who can be a Trustee?

You must be at least 16 years old to be a Trustee of Hive.

Hive Trustees are appointed by the charity's members at an Annual General Meeting (AGM), or can be co-opted by the other Trustees between AGMs (and then confirmed at the next AGM).

There are certain criteria that disqualify you from being a Trustee, mostly around bankruptcy, tax fraud, previous removal as a Trustee or Director, or convictions for certain offences. Further details can be found in Appendix 1.

### What responsibilities and activities to Trustees take on?

#### Vision and leadership

- To be committed to the mission, aims and objectives, and ethos of the charity.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the charity and the wider issues that affect its objectives and work.
- To ensure that the work of the charity is monitored and evaluated.



### Accountability and legal responsibilities

- To ensure that the charity complies with its governing document.
- To ensure that the charity keeps to the law, including charity and company law.
- To ensure that the charity makes efficient use of resources, and in particular that all funds are applied to its charitable objects, agreed plans and budgets
- To ensure that risks to the charity, its staff, volunteers, members and service users are at an acceptable level, and effectively managed.
- To ensure that children and vulnerable adults are safeguarded and protected from harm, including by ensuring that people who are legally barred from working with children or vulnerable adults are not allowed to do so by the charity.

### Financial and staff management

- To understand the financial position of the charity.
- To ensure that the charity's finances are properly and responsibly managed.
- To ensure that the charity operates within its agreed financial policies and procedures.
- To ensure adequate financial resources for the charity.
- To contribute to fundraising strategies.
- To ensure that the charity is properly insured against all reasonable liabilities.
- To ensure that the organisation is a responsible employer and adheres to employment legislation.
- To effectively support and manage the Project Manager.

### Particular responsibilities

Some have Trustees have particular roles or responsibilities, including:

- Chair
- Secretary
- Treasurer
- Safeguarding Lead
- Data Protection Lead

Role descriptions for these are available separately.

### What qualities do Trustees need?

You do not need any special qualifications or previous experience of being a Trustee, and there is guidance and training available to help you.

In particular, we are currently looking for people with experience or skills in:

- HR
- Finances
- Safeguarding
- Governance

All Hive Trustees should:

- be committed to Hive's charitable objectives:



- the advancement of education for the public by the provision of vocational and other training courses; and
- the provision of facilities for recreation and leisure time activities for people who have need of them by reasons of age, infirmity or disablement, poverty or social and economic circumstances with a view to improving the conditions in life of such persons.
- be passionate about creativity and the creative arts
- have a positive, non-judgemental attitude to working with people of any ethnic background, culture or religion, gender, family status, sexual identity or who may have a disability.
- approach challenges and problems positively and creatively
- have good independent judgement
- be willing to speak their mind openly but sensitively, and to listen to others
- show empathy towards others
- demonstrate strategic vision
- understand the need for, and be committed to, confidentiality and safeguarding
- work well as part of a focused team, and be prepared to adopt collective decisions
- be willing and able to devote sufficient time and effort to the role
- be enthusiastic and reliable
- follow Nolan's seven principles of public life ([gov.uk/government/publications/the-7-principles-of-public-life](https://www.gov.uk/government/publications/the-7-principles-of-public-life)):
  - selflessness
  - integrity
  - objectivity
  - accountability
  - openness
  - honesty
  - leadership.

## How to apply

For an informal chat about the role, please contact [trustees@hivebradford.org.uk](mailto:trustees@hivebradford.org.uk), or pop into the Hive office.

If you're interested in applying, please complete the Trustee application form and return it to [trustees@hivebradford.org.uk](mailto:trustees@hivebradford.org.uk).

Your application will then be reviewed by the Trustees, who will decide whether to invite you for an interview for the role, which will give them and you the opportunity to decide whether you are a good fit for the role, and vice versa.

If your application is taken forward, we will then obtain character references from your two referees, and you will be asked to agree to and sign the Trustee Code of Conduct and Declarations. You will also be registered publicly with the Charity Commission and Companies House as a Trustee and Director respectively.



### Appendix 1: Disqualification from being a Trustee

You must not act as a trustee if you are disqualified. Reasons for automatic disqualification include:

- having an unspent conviction for any of the following:
  - an offence involving deception or dishonesty
  - a terrorism offence to which Part 4 of the Counter-Terrorism Act 2008 applies, or under sections 13 or 19 of the Terrorism Act 2000
  - a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
  - a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
  - an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
  - an offence of misconduct in public office, perjury, or perverting the course of justice
  - in relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding or abetting; counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
- being on the sex offenders' register (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
- having an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
- having been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
- being a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
- Having previously been removed as a trustee, officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
- having been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
- being disqualified from being a company director, or having given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
- being currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- having an individual voluntary arrangement (IVA) to pay off debts with creditors
- being subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order
- being subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order).

More details of these can be found at

[gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities](https://gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities).

You must also meet HMRC's **fit and proper persons** criteria. Examples of factors which may lead to HMRC deciding that you are not a fit and proper person include those above, as well as having been involved in:

- tax fraud
- other fraudulent behaviour including misrepresentation or identity theft
- using tax avoidance arrangements featuring charitable reliefs or which used a charity, where your tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements
- using tax arrangements which have been successfully counteracted under the general anti-abuse rules
- actively designing or promotion tax avoidance schemes featuring charitable reliefs or which used a charity.

More details of these can be found at [gov.uk/government/publications/charities-fit-and-proper-persons-test/guidance-on-the-fit-and-proper-persons-test](https://gov.uk/government/publications/charities-fit-and-proper-persons-test/guidance-on-the-fit-and-proper-persons-test).