



September 2009

Dear applicant,

Application for the role of Trustee

Thank you for the interest you have shown in this post. We're delighted that you have requested information about supporting George House Trust as a Trustee.

George House Trust is the largest HIV social care charity outside London, and the second-oldest in the UK. Established in 1985 as Manchester AIDSline, we have been providing services to people living with or affected by HIV for almost 25 years. There are significant challenges ahead for George House Trust and all third sector organisations, and we would be currently seeking 2 highly skilled Trustees to join our existing Trustee board.

In this pack you will find

- an application form and equal opportunities monitoring form
- Trustee declaration
- Trustee role description
- information sheet on the role of Trustees at George House Trust, and the commitment required
- information sheet on George House Trust

Further information about the organisation, including our current Annual Report and 5-year Business Plan Summary can be viewed on our website at www.gh.org.uk.

If you require the application pack or any of our other materials in a different format to support your ability to make an application please contact us.

Please send your completed form and equal opportunities monitoring form by post to:

**APPLICATIONS, GEORGE HOUSE TRUST
77 ARDWICK GREEN NORTH
MANCHESTER M12 6FX**

Or by e-mail to james@gh.org.uk. **All applications must reach us by 5.00pm on Monday 19th October 2009.**

If you would like an informal discussion about becoming a Trustee, please contact either our Director of Finance and Operations, Katherine Moulder, or our Director of Services, Lynda Shentall, on 0161 274 4499.

Many thanks for your interest in George House Trust.

Yours sincerely

Jim Vann
Chair of Trustees



Application Form

Post applied for: Trustee

Please complete every section of this form and remember to link your information to the Person Specification.

Please use black ink or type your application. You can e-mail the form to us if you wish; however please ensure that we have received it and that we have done so in a readable format. Please note that **CVs will NOT be read**, and will be discarded.

About You

Surname

Other Names

Address

Telephone Number(s)

Email address (if any)

Where did you find out about this post?

Declaration

"I agree that George House Trust may use the information provided in this application form for monitoring purposes. I agree that George House Trust may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. I also understand that if I am successful I will need to undertake a Criminal Records Bureau check. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment."

Name:

Date:

For electronically submitted forms, you will be asked to sign below if invited to interview.

Signed:

Date:

Please detail below why you are interesting in supporting George House Trust as a Trustee.

Please list any previous jobs you have had, beginning with the most recent, and any voluntary work you have done which you feel is relevant to this application.

Dates from/to	Job title & employer's name and address	Key responsibilities and reason for leaving	Salary

Please tell us about any qualifications you may have that are relevant to your application

School/ college/ other	Qualification Level	Subject(s)

Please indicate which Trustee role you are applying for:

- 1. Marketing and/or PR
- 2. Human Resources

Please tell us what skills, knowledge and experience you have in relation to the person specification.

In order to support the shortlisting process, please structure your answer using each bullet point of the person specification as a separate heading, giving specific examples from professional or voluntary experience wherever possible.

You should also include a section to detail your experience in your specific skill area that you have detailed above.

Please use additional sheets as necessary.

**If you wish, please add any further information that you would like us to consider in support of your application.
Please use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process.**

References

We require references from 2 people in support of your application, ideally one of this should be from your current or most recent employer.

Referee One Name: Job title: Address: Tel: E-mail (if any) Can we contact this person prior to interview? YES/NO In what capacity do you know this person?	Referee Two Name: Job title: Address: Tel: E-mail (if any) Can we contact this person prior to interview? YES/NO In what capacity do you know this person?
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TRUSTEE DECLARATION

I declare that I am not disqualified from acting as a charity trustee and that:

- I am aged 18 years or over at the date of this election of appointment;
- I am capable of managing and administering my own affairs;
- I do not have an unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
- I have not been removed from the office or charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body;
- I am not disqualified under the Protection of Vulnerable Adults List.

Signed

Date:

Name (print)

Address:



Trustee Role Description

Main tasks

1. To take part in formulating and regularly reviewing the strategic aims of the organisation.
2. With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
3. With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

Main duties

1. Formulating the strategic aims

- Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups etc.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

2. Ensuring policies and practices are in keeping with aims

- Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees or groups.
- Attend meetings of the trustees.
- Reflect the trustees policies and concerns on all its committees, sub-committees, and groups.

3. Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Maintain good relations with the senior management team.
- Take part in training sessions provided for the benefit of the trustees.
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.

Trustee Person specification

- Commitment to George House Trust.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition, for the co-opted Trustees in 2009 we are requesting candidates to have skills and experience in one of the following 2 areas:

1. Marketing and/or PR
2. Human Resources

Please ensure you detail clearly on the application form which role you are applying for and detail your skills in this area.

Please note that applicants are not expected to have a detailed understanding of HIV or the needs of people living with HIV.
Training on this will be provided as part of the induction process.



Additional information on becoming a Trustee

What is the role of a Trustee?

Charity trustees are 'the people responsible under the charity's governing document for controlling the management and administration of the charity' (Section 97 of the Charities Act 1993).

The trustees oversees the organisation, making sure it fulfils its mission, lives up to its values and remains viable for the future. To do this, the board sets up a variety of systems to control and monitor the organisation's activity. It makes decisions along the way, altering the systems as needed.

12 essential trustee board roles:

(Taken from NCVO Guide to Trustee Governance)

1. Set and maintain vision, mission and values
2. Develop strategy
3. Establish and monitor policies
4. Set up employment procedures
5. Ensure compliance with governing document (Constitution)
6. Ensure accountability
7. Ensure compliance with the law
8. Maintain proper fiscal oversight
9. Select and support the chief executive
10. Respect the role of staff
11. Maintain effective board performance
12. Promote the organisation

What is the current governance structure at George House Trust?

Until 2009 our Trustee board has consisted entirely of people elected by the members at our Annual General Meeting (AGM). To be eligible to stand for election at the AGM and individual would be required to be a 'member' of George House Trust. Membership is open to all service users and active volunteers (more information on membership is available on our website).

This ensures that service users and volunteers remain at the heard of the organisation, however the pool of people from which we can obtain our Trustees is relatively small as on average we have approximately 75 members. The Membership has therefore taken the decision to advertise externally from the membership for 2 additional "co-opted" Trustees, recruiting to fill specific skills gaps within the current board.

There are 10 positions for Trustees elected from the membership, plus 2 co-opted Trustees which will be advertised externally and subject to a skills based recruitment process. The 2 co-opted Trustees are not currently permitted within our charitable constitution to vote on any decision placed to the Board. We would like to stress, however, that the number of decisions that require a vote during the year is very small and this fact will not detriment the extent to which you can influence the direction of the charity.

The Trustee Board meets regularly as a full board but also manages its responsibilities through a sub-committee structure as follows:

- o Finance and Risk Management Sub Committee

- Membership and Volunteering Sub Committee
- Policy and Employment Sub Committee

What skills and experience do I need to apply for the position of a co-opted Trustee?

You should review the person specification included with the job description to determine if you have the skills and experience required.

In particular we will be requesting co-opted Trustees to bring specific skills to support identified skills gaps that we have identified within our existing board and you will be required to evidence these skills in your application and at interview.

What is the Trustee Declaration Form?

It is a criminal offence to serve as a trustee if you are disqualified from doing so. We therefore request that you complete and sign the enclosed Trustee Declaration Form to ensure that you are eligible.

What will happen once I have applied?

Your application will be reviewed by a panel of our current Trustees and shortlisted according to the criteria detailed in the person specification.

We will then invite shortlisted candidates to an interview at which we will ask questions that will require you to further evidence that you have the necessary skills and commitment for the role.

How much time do I need to commit?

The trustees of George House Trust currently meet once every 2 months, on a Saturday from approximately 10.30 – 3pm.

In addition, trustees are required to participate in a minimum of one separate sub-committee of the main board, which meets on average once every 6-8 weeks, in the evening.

Dates of meetings are published at the start of the year and a minimum attendance of 80% is expected from Trustees.

Trustees are required to read all the relevant papers in preparation for attending these meetings, and may on occasion compile research/do additional background reading in preparation for a particular agenda item.

Trustees currently serve on the committee for one year. If you wish to remain on the committee you would be requested to reapply and the Officers of the Trustee Board would review your application and make a decision based on the contribution that you have made to the Board in your particular skill area.

What support and training will I receive?

Trustees of George House Trust receive a full day of induction training shortly the Annual General Meeting.

In addition further training is available during the year where relevant.

There is also a peer support structure available within the Trustee Board.

Co-opted Trustees will be encouraged to participate in key elements of our Volunteer Induction Course which will provide training on HIV and the needs of people living with HIV.

Will I receive payment for my role?

This is a voluntary role and we are not permitted to provide remuneration to any Trustee. We will, however, reimburse appropriate expenses in accordance with our Volunteer Expense Policy.

If you have any further questions on becoming a trustee of George House Trust, please contact Katherine Moulder or Lynda Shentall on 0161 274 4499, or email katherine@ght.org.uk / lynda@ght.org.uk

Additional Information on George House Trust

george house trust
still life with HIV



George House Trust is the HIV voluntary organisation for the North West of England. We exist to support people who are living with or affected by HIV. At present we are supporting around 2200 people, making us the largest HIV support charity outside London. We were founded in 1985 (as “Manchester AIDSLine”) and are the UK’s second oldest HIV charity (after the Terrence Higgins Trust). We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: advice and information, treatment advice, volunteer community support, financial support, special courses and events, and targeted services for gay men, African people, women, children and carers.

George House Trust currently has a budget of c £880,000 a year, and relatively healthy reserves, compared to other organisations in the sector. We do anticipate, however, additional challenges over the coming years as a result of the economic recession and in particular cuts to public spending. Our income comes from a variety of sources: the NHS, local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored monthly.

We are currently working on the PQASSO quality assurance standard and aim to achieve Level 1 status by April 2010.

We currently employ 17 people (15 full-time and 2 part-time) and have two student social workers. We also have around 100 volunteers, and hold the Investing in Volunteers Quality Mark.

Our offices are on Ardwick Green North just south of Manchester City Centre. This is a short walk from Piccadilly train and Metrolink stations, on a major bus route and free parking is available at our premises.

All Trustee and Sub-Committee meetings are currently held at our premises.

More information about George House Trust is on our website: www.ght.org.uk