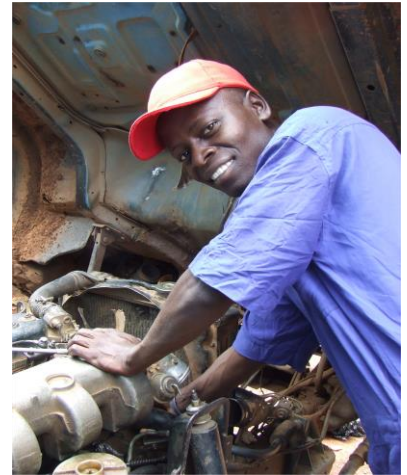


Tools for Self Reliance

Trustee Information and Application Pack



Introduction

Thank you for your interest in becoming a Trustee of Tools for Self Reliance.

Tools for Self Reliance has ambitious plans for the coming years which will be encompassed into our new strategic plan which will launch in 2022. We are looking for new trustees who will be able to work alongside our current board members, bringing their own and complementing the existing skills and experience our trustees bring.

Enclosed in this pack is information about the role and responsibilities of a Trustee which we hope will answer any questions you may have and help you to decide whether you wish to make a formal application for this role. If you have any questions that have not been answered by this pack, please email sarah@tfsr.org

You will also find more information about our work on our website: www.tfsr.org

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About Tools for Self Reliance

Tools for Self Reliance is a medium sized international organisation that supports livelihood development projects for those without regular income, enabling them to find meaningful employment and to secure an income that will support themselves and their families.

Through our Africa Programme we support livelihood development projects which are delivered by our local partners in Ghana, Malawi, Sierra Leone, Uganda, and Zambia. These projects provide people with vocational training opportunities which will equip them practical trade skills and knowledge of how to run their own businesses and maintain a healthy lifestyle.

As part of our current strategy, we have broadened support to address wider issues and challenges faced by those in communities where our trainees live, developing extended projects which deliver additional activities such as improved access to clean water and community awareness on issues such as early marriage and female genital mutilation.

In the UK we have strong support from over 600 volunteers, who give their time to collect and refurbish donated tools which are packed into kits and shipped to our projects. These kits provide the tools needed for training, as well as for the graduates when they come to the end of their training and start working. Aside from these activities, our volunteers also play a key role in raising our profile, undertake a variety of fundraising activities and much more.

Our Trustee Board

Governance of Tools for Self Reliance is provided by our Board of Trustees. Good governance and best practice are shaped using guidance provided by the Charity Commission and as set out in the Charity Governance Code¹.

Their primary responsibilities are:

- To set and maintain vision, mission and values, and ensure Tools for Self Reliance pursues the objectives set out in the organisational strategy.
- To develop strategy and provide strategic leadership, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- To support the Chief Executive on the operational management of the organisation.
- To ensure that Tools for Self Reliance complies at all times to its governing document, charity law, company law and any other relevant legislation, including the Charities Act 2011 and the Companies Act 2006 to:
 - ensure that Tools for Self Reliance prepares reports on what it has achieved and Annual Returns and accounts as required by law.
 - ensure that Tools for Self Reliance is and will remain solvent and to use Tools for Self Reliance's funds and assets reasonably, and only in furtherance of its objects.
 - own and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures.
 - safeguard the good name and values of Tools for Self Reliance and to promote and act in the best interests of the Charity at all times.

¹ [Home — Charity Governance Code](#)

Terms of Appointment

Am I eligible to become a trustee?

Legislation requires that to be eligible to serve as a trustee you must not:

- Have an unspent conviction for any offence involving dishonesty or deception
- Have been adjudged bankrupt and not been discharged
- Have an arrangement with creditors and not been discharged
- Have been removed from the office of charity Trustee on the grounds on misconduct or mismanagement of a charity
- Be subject to a disqualification order under the Company Disqualification Act 1986 or the Insolvency Act 1986.

Principles of Trusteeship

In line with the Charity Governance Code, Trustees will:

- Comply with all legal duties relating to their role
- Agree to abide by the values and principles set out in the Seven Principles of Public Life²
- To respect and maintain confidentiality as needed
- Be positive advocates and ambassadors for the Charity
- Act according to high ethical standards
- Act with integrity and be open and accountable
- Avoid any conflicts of interest or any actions of behaviours that would bring the Charity into disrepute

Declaring Conflicts of Interest?

As a matter of course, all Trustees are asked to make declarations relating to financial, professional, personal or prejudicial interests - anything which conflicts with the charity's mission and values and/or which hinders their ability to act fairly, impartially and in the best interests of the charity. This is covered at all Board meetings and all Trustees make a formal declaration annually.

As all Trustees are also Directors of the Charity, their appointment is also subject to Company Law requirements.

How much time do Trustees need to give to this role?

Being a trustee requires a considerable amount of voluntary time. This includes preparing for and attending meetings. The precise time commitment will vary over the course of the year, but probably averages about 1 to 2 days per month.

² [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Meetings

Trustees are required to attend board meetings. There are four meetings per year, although this may be supplemented with additional meetings as needed. They will also attend the Annual General Meeting and any Sub-Committees or Working Groups they are involved in.

Meetings are generally in-person, or a mix of in-person and video call as needed and are held at the main offices of Tools for Self Reliance. Typically, meetings last 2-3 hours.

As part of good governance practice trustees serve a three -year term, before re-standing should they wish to continue. In general trustees serve no more than three terms before standing down, though are able to stand down at any point before this if they feel it is appropriate.

Expenses

Whilst this role is not remunerated, Trustees may receive reimbursement for reasonable expenses incurred during work on behalf of the charity.

Our current requirements

Desirable core skills and experience

- Empathy with the vision, mission and aims of Tools for Self Reliance
- Ability to exercise sound and independent judgement
- Able to distil complex information and bring a pragmatic approach to its application.
- Highly effective communication and interpersonal skills.
- Able to galvanise external relationships and build support for Tools for Self Reliance.
- Strong ambassadorial and influencing skills – inspires trust and confidence quickly.

As a Board we are looking to expand the range of expertise and experience our Trustees have, both from within the charity sector and beyond. We are currently looking to recruit up to three Trustees.

The Board is interested in identifying Trustees from the following areas and would be looking to recruit candidates who meet at least one of the following criteria:

- Senior level strategic management experience within a business, third sector or public sector organisation.
- A professional qualification and significant practitioner experience in marketing.
- A professional qualification and significant practitioner experience in project and programme management.
- A professional qualification and significant practitioner experience in people management/human resources and development.
- Practitioner and/or significant management experience in using digital media to raise an organisations profile or for income generation.
- Experience in or knowledge of compliance and risk management in charitable / company law and associated governance.
- Experience as a trustee in a similar size or larger organisation.

If you feel you have skills / experience not listed above, but that you feel would bring added value to the Board, please get in touch to discuss this with us.

Trustee Application Process

In line with our commitment to diversity of our Board, we would welcome applications from candidates from all communities and with lived experience, including Black, Asian and minority ethnic people which are currently under-represented on our Board of Trustees.

If you believe you can fulfil the duties set out in this pack and have skills and experience that will make a positive contribution to the governance of the charity, then please considering applying to become a Trustee of Tools for Self Reliance.

Please complete the Trustee Application form and return by email to: sarah@tfsr.org

If it is not possible to email your application, please post to:
Sarah Ingleby, Tools for Self Reliance, Ringwood Road, Netley Marsh, Southampton, SO40 7GY

This is a rolling submission, and all applications will be considered as and when received.

Selection Process

1. As needed, the CEO will have an informal discussed with applicants to confirm that the role and key requirements are understood.
2. Applications will then be reviewed by the current Trustees and CEO.
3. Shortlisted applicants will be invited to meet with the Trustee for a friendly, informal interview. (This may be via Zoom.)
4. References will be sought ahead of confirmation of appointment.
5. Successful applicants will be invited to attend the next planned Trustee meeting on a co-opted basis.
6. Co-opted applicants will be presented to the membership at the Annual General Meeting in October 2021 for final approval.