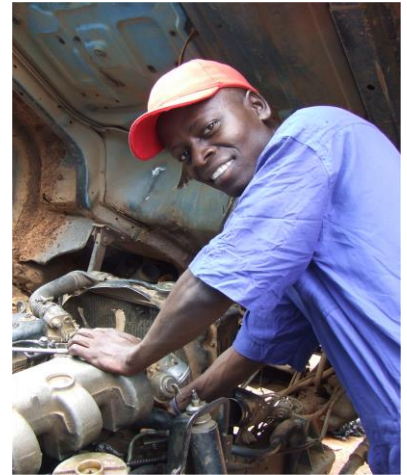


TOOLS FOR SELF RELIANCE

TRUSTEE PACK



Introduction

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

We are a small but committed team at Tools for Self Reliance. Our trustees play an important role in supporting the team and ensuring good governance and regulatory compliance. This is a real opportunity for someone to use their skills, knowledge and experience to make a real difference to the charity and all those it works with and supports.

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 a trustee 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

Contents

- **About Tools for Self Reliance**
- **Our Trustee Board**
- **Terms of Appointment**
- **Our current requirements**
- **Trustee Application Process**

About Tools for Self Reliance

Tools for Self Reliance is a local livelihood development charity working across the UK and in Africa. Our mission is to support people to gain the skills and knowledge they need to build resilient livelihoods and thriving communities.

In Africa, we work with and through local partners in Ghana, Malawi, Uganda and Zambia to deliver training programmes where participants learn or develop vocational training skills, delivered alongside business training and life skills training. This is supplemented through a programme which supports trainees as they transition into work, providing mentorship, start up support and additional training as needed. We also deliver a business development programme, working with existing businesses to top up their practical and business skills.

To enable participants to move into work post training, our projects also include provision of tools and equipment they need for work. This is achieved either through shipping of donated and refurbished tools from the UK or through in-country purchasing.

Last year, in the UK we launched a UK Kits programme which will see us supporting organisations and charities who deliver vocational training and skills apprenticeship with kits and tools which are donated to us. These tools are collected and refurbished by our volunteers, who also play a vital role fundraising and awareness raising for the charity.

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.

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.

¹ [Home — Charity Governance Code](#)

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. 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 minimum 8-10 days over the course of the year. This includes attending any sub-committees trustees sit on, as well as preparing for and attending meetings. The precise time commitment will vary over the course of the year.

Meetings

Trustees are required to attend board meetings, held in our offices in Netley Marsh near Southampton or remotely when this is not possible. 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 typically last 3-4 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, reimbursement for reasonable expenses incurred as a Trustee of the charity is given – e.g. for travel to board meetings.

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

Our current requirements

Essential 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.

Desirable core skills and experience

- 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 prioritising recruitment of new Trustees with professional expertise, qualifications and significant practitioner experience in:

- Financial management with an accountancy qualification or an equivalent level of experience and expertise.
- Senior level strategic management experience within a business, third sector or public sector organisation.
- Fundraising, particularly current individual giving practice
- Marketing, communications and / or public relations
- Vocational / technical training education delivery

We are particularly interested in meeting potential Trustees with the above skills sets and personal lived experience, or with a family member/close connection with lived experience, of our area of international development.

We are also interested in Trustees who may have the following backgrounds or experience:

- 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 of our area of international development, including people from Black, Asian and minority ethnic groups, which we recognise 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

Selection Process

1. As needed, the CEO will have an informal discussion 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. Where a position is offered, 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 at the next Annual General Meeting to be formally confirmed by the membership.