

cta

community transport
association

Community Transport Association

Chair of Trustees

Recruitment Pack | May 2020



Introduction

“We want to see communities everywhere creating and sharing their own accessible and inclusive transport solutions.” **Bill Freeman, Chief Executive CTA**



“The Community Transport Association (CTA) is seeking to appoint a talented individual to lead the Board of Trustees and to work closely with the Chief Executive, Senior Leadership Team, and Board of Trustees in its next stages of development.

The Chair will oversee and ensure CTA delivers its new three-year strategy which is currently being developed to meet the needs of the members and communities it serves.

All over the UK, thousands of community transport staff and volunteers help people to stay independent, participate in their communities and access vital public services and employment. In the current unprecedented circumstances of the Covid-19 virus, the role of community transport has been reinforced as an essential part of community connection, support, and access. Enabling members of the community to get essential shopping, keep important medical appointments, access critical facilities and work are all vital services provided by community transport.

The Community Transport Association is the national charity that represents and supports these organisations: thousands of charities, community groups, schools, and other bodies, who all provide transport services that fulfil a social purpose and community benefit. We are for and about accessible and inclusive transport.

As we respond to the challenges our members face, and help navigate the new landscape we are working through, we are also refreshing and embarking on our new strategy. We are therefore seeking a Chair who will take over this key leadership role as the UK emerges from the impact and consequences of Covid-19. We are seeking a chair who can embrace challenge, facilitate change, provide strategic insight, and support the successful implementation of our new strategy.”

Lawrence Wilson

Vice Chair of Trustees and Chair of Appointments Panel

About the Community Transport Association

The Community Transport Association is a national charity and membership organisation that leads and supports thousands of local charities and community groups across the UK who deliver transport services that fulfil a social purpose and community benefit. We want to see communities everywhere creating and sharing their own accessible and inclusive transport solutions. We are for and about accessible and inclusive transport.

We achieve this through championing accessible and inclusive transport, connecting people and ideas, and by strengthening our members and raising standards. Through all this, our aim is to grow a thriving community transport movement across all parts of the UK.

We do this through

- Contributing to the formation of public policy that affects our members and our sector.
- Showing how better outcomes are achieved for people and communities when they have access to accessible and inclusive transport.
- Creating partnerships with likeminded organisations across all sectors.
- Managing a national programme of quality assured education and training.
- Providing comprehensive advice and guidance to those delivering community transport, and we take every opportunity to champion the vital and indispensable work that our members do.

We are a charitable incorporated organisation, governed by a trustee board made up of six people selected from the CTA membership across the UK, and up to five other co-opted trustees from different backgrounds who bring a range of experience to enhance the contribution they make.

We have staff working around the UK. Our central office is in Manchester and we also have offices in Scotland (Edinburgh), Northern Ireland (Belfast), North Wales (near Llandudno) and South Wales (Neath).

Our Strategy

The CTA is currently reviewing its strategy. Our core foundations are:

Our vision

We want to see communities everywhere creating and sharing their own accessible and inclusive transport solutions

Our mission

We will champion, connect, support, and grow a thriving community transport movement across all parts of the UK

Our values

- We have five values which shape our work
- We put members first
- We lead with authority and responsibility
- We prioritise mobility and accessibility
- We champion volunteering
- We think big

We are now developing our objectives to give clarity to our new strategy and will be publishing more information later this summer.

About the Role

Chair of Trustees Role Profile

Post:	Chair of the Trustee Board
Reports to:	-
Key relationships:	CTA Trustees Chief Executive and Senior Leadership Team Clerk to the Board
Duration	Maximum of two consecutive three year terms
Anticipated time commitment	15 days per annum, including trusteeship role

Context

The Board of Trustees are together responsible for the overall governance and strategic direction of the Community Transport Association (known as CTA), developing the organisation's aims, objectives, and goals in accordance with the governing document, legal and regulatory guidelines.

Purpose

To lead and manage the Board enabling the trustees to fulfil their responsibilities for the overall governance and strategic direction of the CTA, ensuring that appropriate decisions are correctly made and in a way the charity continues to provide public benefit.

To work in partnership with the Chief Executive to ensure that trustee decisions are acted upon and that the charity is managed effectively.

To act as an ambassador for the CTA.

Main tasks

- Provide leadership for the board of Trustees in understanding and executing their role
- Work with the Trustees and Senior Leadership Team to ensure that there is a common understanding of the vision, mission, strategic objectives and strategic priorities by trustees, staff, volunteers, and other key stakeholders
- Planning, chairing, and facilitating board meetings working with the Chief Executive, supported by the clerk, to set the agendas and plan the annual cycle of meetings

- Monitoring and ensuring that the flow of information to facilitate the trustees is effective and appropriate and that decisions taken at board meetings are implemented
- Supervising, supporting, and stretching the Chief Executive to ensure he/she is carrying out their duties effectively and appropriately
- Attending and being a member of other committees or working groups when appropriate in role as Chair
- On occasion, acting as an ambassador, representative or spokesperson for the Charity at appropriate events, meetings, or functions

Responsibilities as Chair

1. Chair meetings of the Board, ensuring that it functions effectively and carries out its duties in accordance with the law and accepted good practice.
2. Ensure with the assistance of the Chief Executive that the annual cycle of Board and Committee meetings is planned and approved by the Board and agendas, papers and minutes prepared and circulated to facilitate the work of the Trustees.
3. Take decisions that are delegated to the Chair by the Board of Trustees.
4. Ensure, together with the Treasurer, that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available to meet the relevant regulatory requirements.
5. Address any conflict of interest or duty among Trustees.
6. Chair and report to the AGM on the work of the Trustees and the progress of the organisation.
7. Support, monitor and review the work of the Chief Executive, including determining her or his remuneration and benefits. Leading recruitment to this position when a vacancy arises.
8. Receive regular progress reports of the organisation's work from the Chief Executive.
9. Relate the concerns of the Board and other stakeholders to the Chief Executive.
10. Promote the organisation to a wider audience of potential supporters, being prepared to serve as a spokesperson for the charity as required.

Responsibilities as a Trustee

1. Formulate and review regularly the CTA's vision, values, and long-term strategy as well as policies for its fulfilment.
2. Set and agree high level targets and evaluate performance against them.

3. Ensure the effective administration of the charity and its assets in the interest of current, potential, and future beneficiaries and the proper investment of the CTA's funds.
4. Ensure a fully effective and appropriate system for the recruitment, appointment and evaluation of the work and activities of the Chief Executive and, where applicable, other members of the Senior Management Team and to support the Chair in their line management of the Chief Executive.
5. Understand and accept the legal duties, responsibilities and liabilities of trusteeship whilst ensuring that the CTA complies with all regulatory and statutory requirements.
6. Ensure an effective and appropriate system of risk management.
7. Maintain sound financial management and control of the charity's resources to ensure the financial stability of the CTA.
8. Be familiar with, ensure compliance with and keep under regular review the governing documents of the CTA, ensuring an effective and transparent system of governance and that the charity pursues its objects as defined in its governing documents.
9. To promote the reputation and values of the organisation and ensure the charity is delivering public benefit as defined in its charitable objectives.
10. Ensure that the CTA manages and continues to develop its external relations, raising its profile, and supporting the growth of its impact accordingly.
11. Attend Board meetings, scrutinise Board papers, ask questions to members of the senior management team, contribute to the Board discussion, focus on key issues, and accept collegiate decisions.
12. Use any specific skills, knowledge, and experience to help the Board of Trustees, which may involve:
 - Liaising with the Chief Executive and members of the Senior Management Team as appropriate.
 - Acting as an ambassador for the CTA, using and developing contacts and personal networks.
 - Providing guidance on new initiatives or other issues in which the Trustee has special expertise.
13. Be familiar with the CTA's Governance Handbook and the Role Description for the Board of Trustees.

Person Specification

Knowledge and experience

- Experienced in leadership at a senior level in the charity or social enterprise sector
- Able to be independent from and objective about the Community Transport Sector
- Experience of developing strategy and successfully translating strategy to operational delivery
- Evidence of relevant experience to provide robust leadership to the board of Trustees and support and work with the Chief Executive, Senior Leadership Team, and staff
- Strong governance experience with charity trustee experience, or other relevant experience chairing boards and committees
- Excellent communication skills with the ability to enthuse people about a vision for the future
- Experience of operating with diplomacy and tact when making difficult decisions and having challenging conversations with partners and stakeholders
- Ability to represent the Charity appropriately and effectively at many levels, including making new contacts and developing relationships
- Experience working and or interfacing with national/local government would be helpful

Skills and abilities

- A clear empathy with and interest in Community Transport
- A willingness to learn from and get to know our members
- Excellent communication and interpersonal skills
- Strong listening and facilitation skills with the ability to clarify and summarise discussions
- Good analytical ability and independent judgement
- Capacity for clear, creative, and strategic thinking and vision
- A willingness to speak their mind
- Understanding and acceptance of the role of a Board of Trustees for a charity (including the legal duties, responsibilities, and liabilities of Trusteeship)
- A willingness to be an ambassador and advocate for CTA and its work internally and externally
- Able to be a supportive and critical friend, to challenge and develop the thinking of the charity and create valuable outcomes for our beneficiaries

- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.

Time commitments

The expected time commitment is about 15 days a year.

- The Board meets 4 times a year in London or Manchester, and additionally has an annual planning and Board development day, and a member AGM
- Trustees are also asked to give their time and skills to one of the Charity's sub committees, or to a special CTA project or initiative. The Chair has traditionally been a member of the Governance Committee and chairs that meeting
- The Chair will meet/speak regularly with the chief executive and lead on their performance review process
- An Induction Programme, including a day with the Chief Executive, members of the CTA team and existing Board members, will support the new Chair into their role

Expenses

The role is a voluntary role for which there is no remuneration. Reasonable expenses incurred in undertaking the role will be paid in accordance with the Expenses Policy.

Supporting Information

The Chair and Trustee Board are supported by an independent Clerk to the Board who works with the Chair and Chief Executive to plan the agenda, collate, and issue papers and minutes the meeting. The current clerk is also able provide support in trustee recruitment and induction, Board development, skills audits, and other Board effectiveness support.

Find out more about the CTA

- [CTA Website](#)
- [The CTA Staff Team](#)
- [The CTA Board](#)
- [2018-19 Annual Report and Accounts](#)
- [Performance Standards for Community Transport](#)

How to apply

The pack includes the full role specification, priorities for the role and useful links to further information about CTA.

If you have any questions or would like an informal conversation about the role please contact Sarah Gosling, clerk to the Board of Trustees and advising consultant to the recruitment panel. Sarah can be reached via sarah@ctauk.org; she will be happy to talk more about the role and answer your questions. She can also arrange for the Vice Chair of Trustees leading the Appointments Panel, or our Chief Executive to contact you.

To apply, please submit a CV and supporting statement that clearly outlines your interest and motivation in applying and your suitability for the role against the criteria provided in the person specification. Please send your application by email to sarah@ctauk.org including “Chair CTA” in the subject field. Disabled applicants are invited to contact us in confidence at any point during the recruitment process to discuss any adjustments or support which are required.

CTA are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete this [equality monitoring form](#) and send it to sarah@ctauk.org; it will not be linked with your application. CTA treats personal data collected in this equality survey anonymously and in the strictest confidence to help monitor recruitment, selection and, if relevant, appointment. This is in accordance with our data protection policy. Information about how your data is used and the basis for processing is provided in our privacy policy, available on our website.

Key Dates

Closing date for applications	Monday 15 June 2020
Confirmation of shortlisted candidates	Friday 26 June 2020
Interviews with Appointments Committee	06 - 08 July 2020 (via Skype/Microsoft Teams call)
Confirmation of preferred candidate	Wednesday 15 July 2020
Initial Induction	August 2020
Preferred candidate to meet Board	Wednesday 16 September 2020 (Manchester)
New trustees ratified at AGM	November 2020
Final Induction	November/December 2020
Board Development Day where the new Chair chairs their first Board meeting	Wednesday 16 December (London)