# APPOINTMENT OF TRUSTEES

# INFORMATION PACK

## December 2021

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## Role and Responsibilities

As a Trustee you will play a vital role in helping the Captain Tom Foundation ensure that the legacy left by Captain Sir Tom Moore during the difficult days of the Covid-19 lockdown continues to bring hope and encouragement to others,

**Inspiring Hope where it is needed most**

With the rest of the Board of Trustees you will be governing the Captain Tom Foundation and direct how the charity is run.

The Board of Trustees:

* Provide a clear and inspiring strategic direction for the charity that is Inspiring Hope where it is needed most
* The Foundation is starting a revolution that will allow our ageing generation to feel seen, heard and most importantly, valued by society
* Develop the purpose and values of the charity, initially in the UK but ultimately globally, that are core to why we are here and who we are
* Develop organisational goals and achievable strategic plans that move us towards our goals
* Evaluate performance and hold us to account for meeting our targets

Legally, a Trustee must:

* Ensure the charity pursues its objects
* Comply with the charity’s governing documents and with the requirements of the Charity Commission as regulator
* Act always in the best interests of the Foundation and the people we seek to help
* Ensure the charity’s resources are managed responsibly and effectively to fulfil the charity’s objects
* Act with reasonable care and skill to benefit the work of the charity

To fulfil this role, all Trustees will:

* Listen to and promote the aims and ambitions of the Foundation in whatever way possible
* Connect the generations by talking to the young and old, and contribute to an environment where the ageing population feel they have purpose, and want to improve their lives
* Understand the impact, reach and financial health of the charity, approving plans, budgets
* Create and update policies as needed, that make best use of our resources
* Review the risks and opportunities facing the charity and how we are managing them
* Provide support and challenge the Executive Team, understanding the difference in role between the Board and the Executive
* Ensure the charity has assurance of effective systems and controls
* Appoint and support the Chief Executive Officer and monitor their performance
* When needed - represent and promote The Captain Tom Foundation externally
* Contribute actively to the work of the Foundation, preparing for and attending Board and sub-Committee meetings
* Protect and enhance the reputation of the charity through your personal behaviour, governance oversight and activities on behalf of the charity
* You may also need to take part in appraisal, recruitment, grievance and disciplinary panels as required

Every Trustee brings a different set of skills, knowledge, and experience – they use these to help the Board of Trustees reach sound decisions.

**Person Specification**

* We are looking for three Trustees with professional experience that can help us during our embryonic stage to become an organisation that is truly diverse, equitable and inclusive and where everyone belongs.
* We are particularly interested in candidates who have one or more of the following attributes:
  + operated at a senior level in business
  + a financial background and willing to serve as Treasurer
  + experience of charity governance, perhaps as a CEO or Trustee
* You will have passion for diversity, equity, inclusion and belonging, and you will have the ability to use your experience to champion this agenda at Board level. We don’t have a fixed idea of where this professional experience will come from – perhaps you have been involved in driving, designing, and delivering equitable services, or making an organisation inclusive, or something else, but you’ll be able to champion this ambition on the Board.
* To be a Trustee you must be over the age of 18. You’ll show commitment and passion for what we do and be willing to devote the time and energy needed to be a Trustee, but you do not need to have done it before or worked in another charity. You will show a willingness to understand and accept the legal duties, responsibilities, and liabilities of trusteeship but we can help you develop these skills.
* You don’t need to have lots of experience in the following things, but it is important that you have the ability and enthusiasm to:
  + Act as an ambassador for The Captain Tom Foundation
  + Be a free thinker and say what you think, especially when you disagree – showing sound, independent judgement – and encourage others to do the same
  + See the big picture and think strategically
  + Be part of a team
  + You will live our values – being brave and confident, having integrity and being part of the Foundation
  + While bringing your own unique voice and self to the board.

You can read more about our values in the accompanying Strategic Vision document.

### Appointment

* The minimum number of Trustees on the Board is three, while the maximum number is currently six.
* We aim to operate with six Trustees on the Board at this stage of our development. All Trustee appointments are subject to the normal eligibility checks.

### Terms of office

* A Trustee holds office for a term of three years. You may be re-appointed for two further terms of office by the Board.

### Time Commitment

* The time you spend volunteering as a Trustee will depend on your circumstances and will be discussed with the Chair. We know that everyone has different commitments, and we want to make the Board work as well as possible for everyone. Most Trustees expect to spend around twelve days a year with the charity, including preparation and reading time.

### Meetings

* From 2022 we plan to have six Board meetings a year and they will each last around three to four hours)
* You are expected to attend each Board meeting
* In addition, we will set up a number of different Board sub-committees:
  + They each meet between three and four times a year; each meeting lasts for approximately two hours. Following induction, it is possible that you will join one of these sub-committees.
* The new Trustee will work with us to establish the right oversight of the strategy for diversity, equity, inclusion and belonging – which may take the form of an additional subcommittee or something similar – to get the right level of oversight and external challenge.
* At the moment, all meetings are held on Zoom. In future, it is likely that some meetings will continue to be held this way, but there will be some travel to London or our Head Office in Bedfordshire for meetings and visits.
* For each meeting you will need some time to read relevant papers.

### Staying in touch and getting involved

* You will be joining a very energetic, exciting, and passionate team and a huge army of supporters around the globe.
* Getting involved and understanding these groups of people will aid/be part of your role as Trustee.
* Each year there will be a number of informal 90-minute sessions between the Board and the Executive Team spaced throughout the year. These sessions are optional as we know everyone is balancing different commitments. They are an opportunity for Trustees to catch up, stay engaged in the work of the charity and discuss issues outside of Board meetings. We have very exciting plans for 2022 and we will share these with you as soon as we have made the public announcement planned for 8th December.
* There may also be a further opportunity to spend time on items of specific interest to you, and for informal involvement with the charity’s work - again this will depend on your circumstances.

### Induction

* We will provide a comprehensive induction programme and work with you to tailor this to your skills and experience so that you get the support your need to join the Board. You will be supported by staff and other Trustees to get to know the charity and the role, and you will attend training on the duties of a Trustee.
* When it becomes possible, you will visit our offices to see what actually happens on the ground, and you will get all the essential documents and policies.

### Expenses

* Being a Trustee is a voluntary role. We are passionate about making Trustee roles accessible to all so expenses will be reimbursed in line with our Trustee Expenses Policy.

## TERMS OF APPOINTMENT,

## TIMESCALE AND PROCESS

### Timescale and process

* We want The Captain Tom Foundation to be an inclusive place for everyone to be at their best. We are committed to making the trustee recruitment process inclusive, making the reasonable adjustments you need so that being a Trustee is accessible for all.
* We’d like the new Trustee to join us by the end of February 2022.
* Due to the current circumstances, every step of the recruitment process will be carried out remotely using Zoom. There won’t be any expectation of meeting in person during the process.

### The team

The late Captain Sir Tom Moore’s family are at the fore front of the work of the Foundation, and it is important that you meet with them early on in the interview process.

The interview panel will be formed of Trustees including Stephen Jones (the Chair) and Simon deMaid, Hannah Ingram Moore (the interim CEO), and probably an external advisor. The final appointment will be approved by the full Board of Trustees.

We are working with Trustees Unlimited to help identify the widest possible field of potential candidates, and to help us assess candidates against the requirements.

### Process

If you are interested in becoming a trustee for The Captain Tom Foundation, please include the following with your application:

* A CV detailing your recent achievements, along with the details of two referees
* A supporting statement that outlines your motivations for applying
* Applications are being handled by our recruitment partner, Trustees Unlimited.

[***https://trustees-unlimited.co.uk/roles/captain-tom/***](https://trustees-unlimited.co.uk/roles/captain-tom/)

Closing date for applications: Friday 7th January 2022

First Stage interviews: Week commencing 17th January 2022

Second Stage interviews: Week commencing 31st January 2022