

British Youth Council



# BOARD CHAIR RECRUITMENT 2022

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CLOSING DATE 9AM MONDAY  
18 JULY 2022



# WELCOME

In 2016 I started my journey, just as you are, by considering applying for the British Youth Council Board of Trustees. In absolute honesty, it has been one of the most rewarding and interesting experiences I have had so far. Even over the past few years on the Board, we have been thrown a number of challenges internally and also externally (Brexit, a new strategy, elections, Covid-19 - need I say more?!). Throughout, the Board has guided and steered the charity onto the right path and we have made decisions (some difficult) on how to ensure the charity becomes the best possible version of itself.

Now we, as a charity, are in a fantastic position to represent the views of young people on a local, national and international level with the best quality and substance youth voice has to offer. This year we're delivering some exciting new programmes, collaborating with new organisations and making sure we give young people clear routes to power. We have set out an ambitious strategy, *Our Vision, Our Future*, to work on our Impact, Voice and Sustainability to ensure we are truly empowering all that we work with.

As the Chair you will be leading the team of young people who are guardians for the work that we do and you will work with the staff team and our partners to ensure this is happening to the best possible standard.

What is missing? ... You!

My term as Chair is sadly coming to an end, and so we're looking to add to the formidable group of young trustees who make up our board. We are on the hunt for a passionate citizen, someone with a flair for questioning, and applicants who have a hunger for learning. We especially want to hear from you if you identify as Black, Asian or from a minoritised ethnic community, or if you live in (or are from) Wales, Northern Ireland or Scotland.

It is essential that young people's voices are heard. We want to live and breathe this sentiment so that's why it's so important to us that we are at the heart of our organisation. What better way than to have our Board entirely made up from inspiring, brilliant and thoughtful young people.

If you have any questions, thoughts or queries please do get in touch as we would love to hear from you and support you through this process as much as possible.

Good luck in your application, I can't wait to see it!

**Sarah Staples**  
**Chair 2020-22**



# ABOUT THE BRITISH YOUTH COUNCIL



The British Youth Council is the National Youth Council of the UK. A youth-led charity, we empower young people aged 25 and under to influence and inform the decisions that affect their lives. We support young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

We are young people - and our charity aims to help other young people, whatever their background or barriers they face, to make the world a better place for us all.

## **Our vision**

A world in which every young person is empowered to create social and political change.

## **Our mission**

As the national youth council of the UK, the British Youth Council brings young people together to find their voice and use it to improve the lives of young people. We work with others to amplify young people's voices to create an environment in which young people views are valued, sought and acted upon.

## **Our values**

**Youth led** – young people are agents of change and will always be at the forefront of our work. As a youth-led charity, young people are our leadership through our governance structures. They lead and shape our work, and we support them to define their own action for change. We champion youth leadership across all sections of society, evidencing the benefits of engaging young people in decision making and delivery and supporting that to happen.

**Collaborative** – we actively seek to collaborate with others to make positive change happen. We seek to work with relevant partners to add value to our campaigns and activity, and to be more creative in our approach to making change happen with and for young people. And we recognise the skills, knowledge and experience of young people, volunteers, staff and partners, and strive to achieve more by maximising the opportunities that collaboration provides.

**Inclusive** – we respect and value diversity and act in a way that includes all. We ensure that all our activities are inclusive, recognising the needs of young people across different communities, and bring young people and partners together to learn from each other.

### **Serving our membership**

The British Youth Council is made up of almost 200 member organisations who support our common vision for young people. Member organisations elect Officers and some trustees, determine our policies and prioritise our campaigns. They also act as the link between the British Youth Council and millions of young people. [www.byc.org.uk/members](http://www.byc.org.uk/members)

### **Youth-led networks**

The British Youth Council runs a number of youth-led networks and programmes - including the UK Youth Parliament, NHS Youth Forum, and Careers And Enterprise Company Youth Advisory Group - which encourage young people to get involved in democracy and campaign to bring about change. [www.byc.org.uk/programmes](http://www.byc.org.uk/programmes)

### **Campaigning and consulting**

The British Youth Council seeks to represent the views of young people and our members to stakeholders and decision-makers at a local, national and international level. This work is based on our manifesto, which outlines our beliefs and aspirations. [www.byc.org.uk/campaigns](http://www.byc.org.uk/campaigns)

### **Training and recognition**

Our training programmes empower young people with the skills, knowledge and confidence to bring about change. We also recognise young people who have made a significant contribution to their community through our high-profile award schemes. [www.byc.org.uk/training](http://www.byc.org.uk/training)

### **International**

Through our international youth participation, young people learn about global issues and connect and share with other young people around the world. They are able to take part in discussions and influence decisions made at an international level. [www.byc.org.uk/international](http://www.byc.org.uk/international)



# OUR GOVERNANCE

We live by our value of youth leadership, and this can be seen at the heart of decision making within our charity. As the national youth council of the UK, it is young people, through our Annual Council Meeting, who elect the majority of the members of the Board of Trustees and decide upon the positions that British Youth Council will take on issues that matter to young people. Our membership ranges from national youth charities like Girlguiding, St John Ambulance, and the National Federation of Young Farmers' Clubs, through to local youth councils.

## Meet some of our trustees



### **Osaro Otopo - Deputy Chair**

Osaro was appointed as a Trustee in October 2020. Osaro completed degrees at the University of Hull in BSc Biomedical Science and MSc Cancer Imaging. She was elected for three successive years at Hull University Students' Union - postgraduate student trustee and a two-term President & Deputy Chair. She was their first Black woman President and their first Black two-term President. Osaro now works in the higher education sector as a consultant specialising in diversity and inclusion, and in democracy and governance. In 2020 she had her 'Universities responses to Black Lives Matter' research project published which assessed universities' actions and gave recommendations to enable the sector to become anti-racist. From lived experiences, she created the Make Diversity Count campaign which aims to make organisations have transparent & effective anti-discrimination policies & procedures for long-term change.

### **Sarah Staples - outgoing Chair**

Sarah started her youth voice journey in her hometown of Plymouth where she joined her local youth cabinet at 16. Serving two terms with the UK Youth Parliament she campaigned for votes at 16, a living wage for all and curriculum for life amongst other key issues. She was proud to continue her time with the British Youth Council in 2016 when she was elected to its trustee board. Sarah studied Politics with Law at the University of Plymouth. She founded a society to bring together women and non-binary students to connect with local women in industry to provide talks, training and opportunities to help them after their time at university. In 2017, Sarah began working for her local Member of Parliament and in 2019 made the move to London. Sarah is passionate, vocal and active on issues she cares about; social justice, youth empowerment and women's rights.





### **Sila Ilkgul Ugurlu - Trustee**

Sila Ilkgul Ugurlu is an 18 year-old sixth form student studying History, Global Politics and English Literature. She first joined the British Youth Council in 2017 as a member of her local youth council, Havering. In 2018 she was elected as Member of Youth Parliament for Havering, with a focus on campaigning for an introduction to a public-health approach to knife crime alongside the Youth Violence Commission. She frequently submerges herself in youth representation on a regional and national level and has featured on BBC News, BBC London, ITV News and Channel 5. Supporting a society in which everyone can have a fair and wholesome life characterises her aspirations. Sila was elected as a Trustee in October 2020.

### **Joe Seddon - Trustee**

Joe Seddon is the Founder & CEO of Zero Gravity, a digital social enterprise which mentors students from low-income backgrounds into the UK's best universities. Launched from his bedroom in West Yorkshire, Joe has grown Zero Gravity from a student bedroom startup into one of the UK's leading social mobility organisations. Joe is passionate about social entrepreneurship and using digital technology to solve social problems. He is a frequent commentator on social mobility and higher education issues, and has featured on BBC News, Radio One, and Times Radio, amongst others. Joe graduated from Oxford University in 2018 with First Class Honours in Philosophy, Politics, and Economics (PPE), and whilst at university freelanced for The Telegraph as an Education Columnist. He was appointed as a Trustee of the British Youth Council in October 2020.



Our Board Members are all young people, aged 16-25, who are passionate about giving young people a voice. They are responsible for the strategy and good governance of the charity, working in partnership with the Chief Executive.

There are up to 13 Members of our Board: 11 are Ordinary Trustees and two Officers, these are Chair and Treasurer. Ordinary Trustees serve a three-year term and Officers serve a two-year term. At least six Trustees are elected by our members, and up to five are appointed by the Board. Both the Chair and the Treasurer also serve as Trustees whilst on the Board.

The Board meets for formal meetings, both in-person and virtually, and along with the other duties, whilst voluntary, represents a sizable time commitment and hard work.

### **In this election we are recruiting two trustees on a three year term and one Chair on a two year term.**

Any candidates for Chair who also wish to stand as a Trustee as are able to do so. This round of recruitment leads to an election by the youth representatives of our Member Organisations. This is crucial to ensure that our board has the support of our membership base. A second round of recruitment will be launched shortly which will lead to the appointment of one trustee. This will be focused specifically on skills gaps identified within our Board.

*NB: Young people who are members of the following British Youth Council programmes are only eligible to stand for British Youth Council Board roles if they stand down, on appointment, from being: Members of Youth Parliament, member of UKYP Steering Group, NHS Youth Forum, Bank of England Youth Forum, Careers and Enterprise Company Youth Advisory Group, Youth Futures Foundation Future Voices Group, the Young Leaders Collective, UK Young Ambassadors, and the Votes at 16 Youth Action Group.. This is due to potential conflicts of interest.*

# Our Commitment to you

Every year we ordinarily have a full two-day handover including the induction of the new Board members. All trustees must attend the handover. The handover provides new trustees with information about the British Youth Council, and about the role of a Trustee, and refreshes the knowledge of those who may have served on another Board.

## Dates of Board Meetings (subject to final confirmation)

- 29-30 October 2022 - Board Handover (In person)
- 26 November 2022 - Board meeting (virtual)
- 11 February 2023 - Board meeting (virtual)
- 29 March 2023 - Evening Board meeting (In person)
- 27 May 2023 - Board meeting (virtual)
- 5 August 2023 - Board meeting (virtual)
- 16 September 2023 - Annual Council Meeting (format TBC)
- 28-29 October 2023 - Board Handover (In person)
- 25 November 2023 - Board meeting (virtual)

## Board Committees

In addition to the Board, there are three governance committees, who meet quarterly on average. The committees are small groups of trustees, who focus on particular areas of the charity in line with strategic developments and make recommendations on these areas to the board for decision. Trustees will be encouraged to join a committee best suited to their skills on appointment to the Board. Each committee will be led by a Committee Chair who is responsible for the overall running of their committee. The Board Chair has a right of attendance at all committee meetings.

### People Committee

This committee has oversight of the People aspects of the charity, covering HR strategy, trustee recruitment and CEO appraisal.

### Finance Committee

This committee develops and delivers the financial strategy of the charity, including the budget, financial controls and fundraising.

### Risk Committee

This committee ensures the charity is managing its risks appropriately, including safeguarding, whistleblowing and wider strategic risks.



# RESPONSIBILITIES OF TRUSTEES

The Board of Trustees is legally responsible for the charity – this is a significant responsibility and one that should not be taken lightly. Trustees have responsibility for ensuring the charity is well run, financially secure, and doing the work it is meant to be doing. There are specific legal and other duties. It is recommended you look at the Charity Commission 'The Essential Trustee' guidance, which can be found online.

As a charity and a company, we have two legal documents that govern how we run. These are called the "Memorandum and Articles of Association". We also have a Rulebook which governs how things work within the British Youth Council. Copies of the legal documents and Rulebook can be found here [on our website](#). You can also view our profile on the [Charity Commission website](#).

Trustees are volunteers; they are not paid. Reasonable expenses can, however, be reimbursed (e.g. to cover travel costs). Remuneration is available for the Chair in connection with the duties carried out, over and above that of a trustee.

As well as the legal duties and those detailed in the Charity Commission guidance, the British Youth Council defines the responsibilities of the Board in its rule book and these can be summarised as follows:

- to set the vision, values and objectives of the organisation;
- to develop the strategic direction of the organisation, sometimes using subcommittee to do this work;
- to act on behalf of the British Youth Council as a decision making body on some policy matters as set in Council Meetings;
- to appoint from its members and from member organisations, representatives as necessary;
- to represent the Council to other bodies, and allocate representation opportunities to the most appropriate committees;
- to be responsible for all financial and legal aspects of the organisation, including buildings property and assets of the British Youth Council;
- to promote the British Youth Council to external organisations, and review and develop partnerships;
- to be responsible for the appraisal of their own work.



As a Trustee, you would be acting collectively as part of the Board of Trustees. Together, the Board is responsible for all of the points above.



# Role description: Chair

The Chair provides leadership and direction to the Board of Trustees, enabling them to fulfill their responsibilities for the overall governance and strategic direction of the charity. Working with Trustees and the Senior Management Team to deliver and further develop the charity's strategy. Working in partnership with the Chief Executive, they will ensure Trustees' decisions are acted upon and the Charity is managed in an effective manner, in accordance with the Memorandum and Articles, along with legal and regulatory guidelines.

Trustees are expected to:

- set the vision, mission, values and objectives of the charity;
- develop the strategic direction of the charity; establish and monitor policies necessary for the proper governance of the charity's activities;
- ensure that the British Youth Council operates in accordance with its governing documents, and is accountable to its regulators, funders, members and beneficiaries;
- maintain oversight of the management of the charity's financial and other resources;
- support the Chief Executive;
- maintain oversight of risks faced by the charity;
- have regard for how the charity contributes to public benefit;
- act on behalf of the British Youth Council as a decision making body in line with the policy and mandates set in Council Meetings;
- appoint from its members and from member organisations, representatives to other committees and external organisations;
- ensure suitable representation of the Council to other bodies;
- promote the British Youth Council to external organisations, acting as spokespeople as necessary, and to review and develop partnerships with other organisations;
- to admit organisations into membership;
- to regularly appraise their own work, delegating responsibility to committees where necessary.

In addition, the Chair shall have the following responsibilities:

- to oversee planning and preparation of Board meetings, the induction of Board members, and the Annual Council Meeting, working with others as appropriate;
- to chair meetings of the Board, ensuring effective and inclusive decision making;
- to lead the board in all their statutory duties and in the development and achievement of the British Youth Council's strategy;
- to act as line manager to the Chief Executive;
- to maintain positive working relationships with all Board members, the Chief Executive, and where appropriate, with external organisations and the charity's staff, and members;
- to seek external advice on behalf of the Board where necessary and appropriate.
- to promote the charity through formal and informal networks
- to lead the Board in its accountability to members, supporters, regulators, beneficiaries and funders for the performance of the charity;
- to lead the annual review of the Board's performance and take steps to improve its performance;
- to lead on internal appointments of committee chairs and Deputy Chair
- to delegate responsibilities to the Deputy Chair where appropriate.
- other responsibilities as necessary.





### **Knowledge, experience and skills**

We want to make sure the Board of Trustees has members with a range of knowledge and skills. We don't expect everyone to have knowledge of every area but between us we need to be able to cover all the skills.

***To be eligible to apply to be the Chair of the Board you must have previous experience on a charity board that is comparable to the British Youth Council.***

### **Diversity and Inclusion**

Being inclusive is a fundamental value of the British Youth Council. We welcome applications from all eligible young people and are particularly keen to receive applications from young people who:

- Identify as Black, Asian or from a minority ethnic community; and/or
- Live in and/or are from Wales, Northern Ireland or Scotland.

### **Other requirements**

There are just a few more requirements. We are seeking candidates who:

- will be aged 16-25 on 1 October 2022.
- are allowed by law (both company law and charity law) to be a trustee. This means that you must not be disqualified from being a trustee or director. The following are disqualified:
- individuals who have an unspent conviction for offences of dishonesty or deception (the same goes for attempting, aiding or abetting these offences);
- Individuals who are currently declared bankrupt or subject to bankruptcy restrictions or an interim order;
- Individuals who are subject to a debt relief order, a debt relief restrictions order or interim order;
- Individuals who have been disqualified from being a company director;
- Individuals with unspent convictions for terrorism-related offences, money laundering or bribery;
- Individual who have violated certain Commission orders relating to finances or property;
- Individuals who have committed misconduct in public office, perjury or perverted the course of justice;
- Individuals who have disobeyed an order or direction of the Commission on application to the High Court;
- Individuals who have committed civil contempt of court relating to false statements;
- Individuals who are a designated person for reasons linked to terrorist activity by the Treasury;
- Individuals who are subject to notification requirements under the Sexual Offences Act 2013.
- is willing to go through the enhanced Disclosure and Barring check.
- is not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000 or Protection of Vulnerable Adults List.

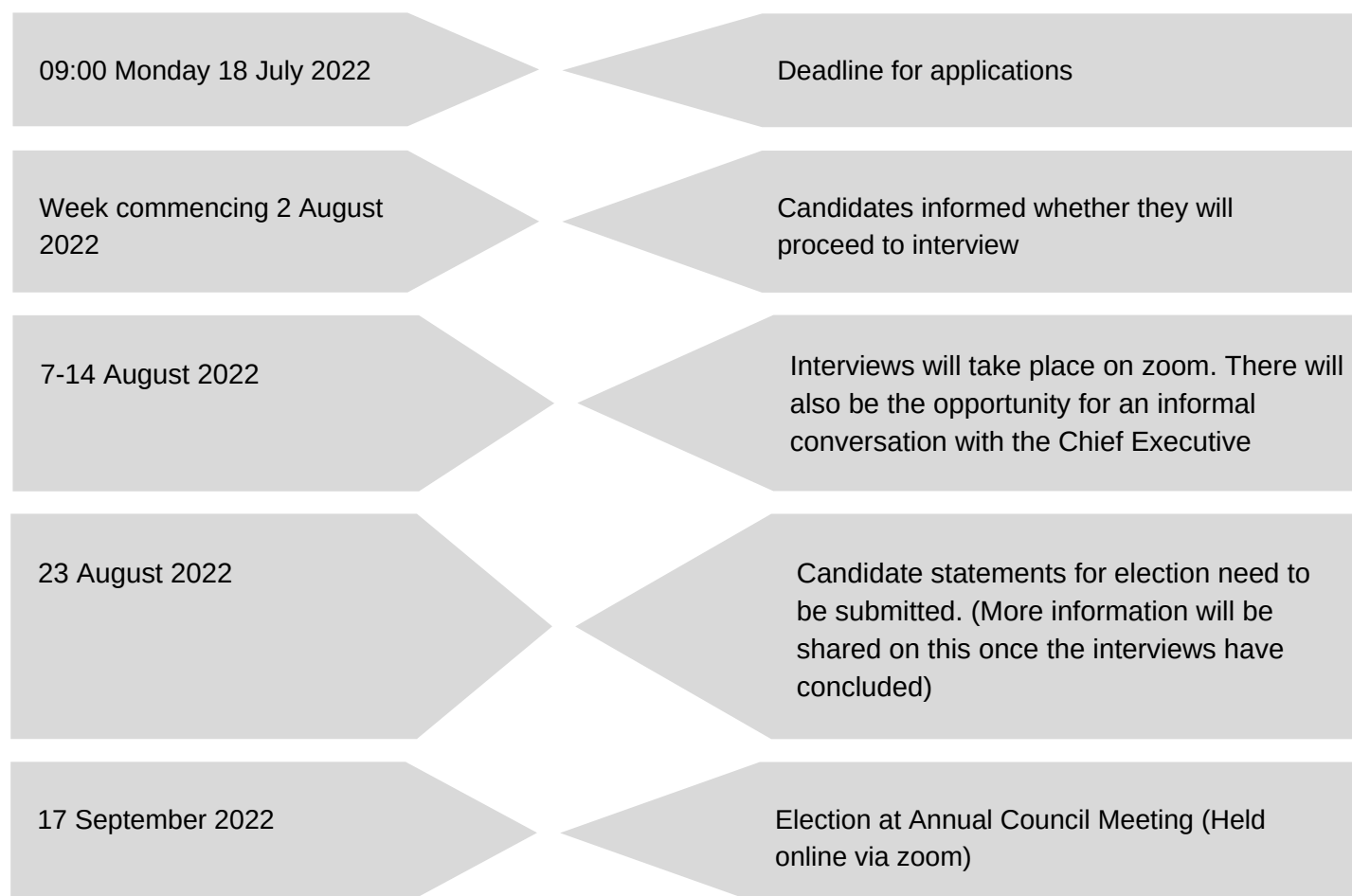
# HOW TO APPLY

We will be holding an info session on Zoom on Thursday 7 July 2022 6:30pm. You can register to attend this session by following [this link](#).

The closing date for applications is Monday 18 July 2022 at 09:00am. Please submit a completed application form online. The questions you will need to answer are set out below so you can prepare before starting the online form. We also encourage other methods of applying such as a video or audio application if you feel this would better suit your strengths, covering the areas outlined by the questions. You will also be asked some diversity monitoring information. Please be assured that this information will not be shared with the trustees who will be assessing the applications.

If you have any questions please send these to [jobs@byc.org.uk](mailto:jobs@byc.org.uk) with the subject titled: "Trustee Recruitment".

## Recruitment Timetable



Unfortunately, we are unable to give feedback to applicants not shortlisted for interview. We actively try to provide feedback to candidates interviewed.

By submitting an application, you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personal record if you are successful, and for sensitive data to be anonymised and used for the purpose of equal opportunities monitoring.

# Application Questions

Below are a series of questions to help us get to know your skills, experience and potential as a trustee. You have a maximum of 300 words to answer each question. These questions are on the online form however they are provided here to help you prepare.

- Tell us about your experience that makes you suitable for the role of Chair. This should be demonstrable experience of governance and the charity sector. Please include concrete examples.
- Tell us about a time when you have worked in a team. What role did you play in the team and how did you contribute to the team goals? What is your leadership style and how does that relate to leading a team?
- What does 'good governance' mean to you?
- Trustees have to work together to imagine the future they want for the charity and work out how to get there. What skills, experience or ideas can you bring to the team to help with this?
- Some trustees are called on to act as an ambassador or champion of the charity's work at events. How would you ensure that you were a good ambassador and represented the views of our members?
- Trustees have to act in the best interests of the charity and make hard decisions. Tell us about a time when you have had to make a tough decision and how you thought about all the options and balanced the different views.
- What support and development do you need to be a great Chair?
- Why should we put you forward to our members for election as a trustee?



# The British Youth Council

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