

### **Board Member Nominations 2013**

**Closing date for nominations: 27<sup>th</sup> October 2013**

Intervoice would welcome applications from people interested to stand for election as Board Members at the forthcoming AGM on 21st<sup>nd</sup> November 2013.

#### **We are looking for Board Members (Trustees) who:**

- Hold views and behave in a way that is consistent with the organisation's approach as outlined on this website and in our charitable objects
- Are willing and in a position to help to disseminate Intervoice's message e.g. by talking about their experiences; through organisations they work for or have contacts with
- Will take responsibility for the charity overall and specific pieces of work as agreed - this might be organising events, projects, or writing specific pieces for the website or social media
- Are willing to attend meetings without claiming expenses when the organisation is short of funds (this is currently a necessity - we hope to be able to pay expenses in the future)
- Are able to attend two face-to-face meetings a year – to read the papers and give comments to the Chair prior to the meetings if unable to attend

The Board highly values having members with lived experience of voice hearing, as we do having people with other kinds of expertise. However, we do not have quotas - the main criterion being that people can make a positive contribution as outlined above.

#### **The individual responsibilities of a Trustee are to:**

- Attend Board meetings regularly but give apologies to the Chairperson if unable to attend
- Understand and be fully committed to the aims and principles of the organisation
- Take a share of the Board's work by offering to take individual action; work on sub-committees or working groups initiated by the Board
- Support all decisions, policies and procedures agreed by the Board
- Respect the confidentiality of Board matters and discussions
- Declare any conflicts of interests which may result while serving on the Board.

If Trustees don't fulfil individual duties and responsibilities, then status as a Board member may be revoked.

#### **Joint Trustees' responsibilities are to:**

- Accept legal responsibility for the work of the organisation
- Act as employers for any staff directly employed by the organisation
- Decide overall policy for the organisation's work within the guidelines laid down by the members
- Be satisfied that, within the constraints of resources, the organisation is meeting its aims (as stated in the constitution)
- Take a long term view of how the work of the organisation should develop
- Try to ensure that funding for the organisation continues
- Seek to ensure that all Trustee responsibilities delegated to paid staff, subcontractors and individual members of the organisation are carried out

**Legally, Trustees must be:**

- Over age 18.
- Not an undischarged bankrupt.
- Not previously been removed from Trusteeship of a charity by a Court or the Charity Commission.
- Not under a disqualification order under the *Company Directors' Disqualification Act 1986*.
- Not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If any of the above apply, the *Charities Act 1993* (section 72) would disqualify you from acting as a Charity Trustee.

**On becoming a Trustee you will agree to:**

- Fulfil your responsibilities and duties as a Trustee of International Hearing Voices Projects in good faith and in accordance with the law and within IVHP's objectives and mission.
- Confirm that you do not have any financial interests in conflict with those of IVHP (either in person or through family or business connections) except those which you formally notify in a conflict of interest statement. You will specifically notify any such interest at any meeting where Trustees are required to make a decision that affects your personal interests, and you will absent yourself from any decision on the matter and not vote on it.
- Have read and understood the points made here, which are part of IHVP's Trustee Agreement
- Familiarise yourself with the organisation's policies, objectives, plans and financial position
- Keep the proceedings at Trustee meetings confidential and not discuss any issues which may unfairly compromise the interests of IVHP with the press/media or other parties without clearance from the Chairperson.

Please read this publication from the UK Charity Commission that outlines the statutory responsibilities of charity Trustees:

<http://www.charitycommission.gov.uk/publications/cc3.aspx>

The Charity Commission website contains detailed information about every aspect of running a charity, and International Hearing Voices Projects has its own page on the website:

<http://www.charitycommission.gov.uk/find-charities>

and enter our Charity Registration number -1148779 - in the Charity Search box.