

Dear Applicant

Re: Trustee

Thank you so much for your interest in possibly becoming a Trustee of Integration Support Services

Enclosed in this pack please find the information about the role and the responsibilities of a Trustee which I hope will answer most of your questions in order to decide whether you wish to make a formal application for this role.

Should you wish to have an exploratory, informal and confidential conversation with myself, please feel free to call me on 01279 639442

There is more information on our web site which I trust will also be useful.

Integration Support Services is a thriving organisation, which provides support to migrant communities to help them integrate into their local community. We do this by providing advice and ongoing support with important matters such as immigration and education. The role of Trustee is central to enable us run the organisation efficiently and effectively.

I very much look forward to receiving your application but in the meantime if you do have any questions please do not hesitate to contact me.

Yours sincerely

Sumana Begum ,

Chair of Trustees

OVERVIEW ISS TRUSTEE JOB ROLE DESCRIPTION

Registered Office: Latton Bush Centre , Office 37, Southern way,
Harlow, CM187BL

www.iss.org.uk; info@iss.org.uk; 01279 639442

Registered Charity No: 1120609 Company No: 06308078

The statutory duties of a Trustee:

More detailed Job role description can be viewed in attached document ISS Trustee Job role Description.

Duty of care — Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that The Integration Support Services is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to The Integration Support Services, or where the trustees may be in breach of their duties.

Duty of compliance — Trustees must:

- Ensure that The Integration Support Services complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that The Integration Support Services does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of Integration Support Services.
- Act with integrity, and avoid any personal conflicts of interest or misuse of The Integration Support Services funds or assets.

Duty of prudence - Trustees must:

- Ensure that The Integration Support Services is and will remain solvent.
- Use the Integration Support Services funds and assets reasonably, and only in furtherance of The Integration Support Services objects.
- Avoid undertaking activities that might place The Integration Support Service's endowment, funds, assets or reputation at undue risk.

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Specific duties of Trustees of Integration Support Services:

Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to The Integration Support Services, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that The Integration Support Services seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of The Integration Support Services
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, The Integration Support Services vision and values

Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the CEO and monitor his/her performance
- To safeguard the good name and values of The Integration Support Services

Compliance

- To ensure that The Integration Support Services complies with all legal and regulatory requirements
- To ensure that key risks to Integration Support Services are identified and effectively managed and that professional advice is sought and considered where appropriate

Prudent management of assets

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- To ensure the financial stability of The Integration Support Services through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

Good governance

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity

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ISS Trustee Code of Conduct

Introduction

At The Integration Support Services , the Trustee Board, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

Accountability

Everything The Integration Support Services does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within The Integration Support Services and equally when dealing with individuals and institutions outside it.

Transparency

The Integration Support Services strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break charity law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.

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- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break charity law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chief Executive or Chair.
- When prior consent has not been obtained, I will inform the Chair or Chief Executive at once when I have spoken as a trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

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- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by (organisation).
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

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- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.
- I will work to avoid conflict in the boardroom and seek external support to do this when necessary.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive in his/her executive role and, with my fellow board members, seek development opportunities for him/her.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Full Name:

Signed:

Date:

This Code of Conduct was adapted from NCVO's publication Best Behaviour: Using trustee codes of conduct to improve governance practice

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Trustee Application Form

Please read the Trustee Role Description and the Code of Conduct before completing this form.

Personal details:

Title:	
First name(s):	Surname:
Address (for correspondence):	
Postcode:	
Telephone:	Mobile:
Email:	

Interest and motivation:

Please explain why you would like to apply for the position of trustee of The Integration Support Services

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Employment history

Please list below, details of employment history including your current position and employer. (You may wish to attach a separate CV to the application form).

Relevant expertise

Please provide any further information, including relevant memberships, board level positions, qualifications held or other relevant expertise which you feel may be relevant to this application.

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References

Please supply us with the names and contact details of two referees that we may contact.

Reference 1

Name:

Address:

Postcode:

Tel: (daytime and mobile)

Email:

Reference 2

Name:

Address:

Postcode:

Tel: (daytime and mobile)

Email:

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DECLARATION

I declare that: (* please delete as appropriate):

- I am / am not subject to notification requirements under sexual offences legislation, commonly referred to as being on the sex offenders register. If these notification requirements apply to you, you are disqualified by the automatic disqualification rules, even if your offence is spent
 - I am / am not currently declared bankrupt or are subject to bankruptcy restrictions or an interim order, including an individual voluntary arrangement (IVA) - limited exceptions apply
 - I am / am not subject to a debt relief order under the Insolvency Act 1986, or a debt relief restrictions order, or interim order, under that Act
 - I am / am not disqualified from being a company director - limited exceptions apply
 - I have / have not previously been removed as a trustee, or as an officer, agent or employee of a charity by either the Charity Commission or the High Court due to misconduct or mismanagement
 - I have / have not previously been removed from a position of management or control of a charity in Scotland for mismanagement or misconduct
 - I have / have not been found to be in contempt of court for making, or causing to be made, a false statement - limited exceptions apply
 - I am / am not a designated person under particular anti-terrorist legislation
 - I have / have no conflicts of interest if I become a Trustee
 - I have / have not* been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- If you have answered yes to any of the above please provide details.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Name/Surname

Signed

Date

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Thank you for completing this application form and for your interest in becoming a Trustee of The Integration Support Services

This form should be marked 'Confidential' and returned to
Sangita Mitra
Office 37 , Latton Bush Centre , Harlow , CM187BL
Or alternatively to sangita@iss.org.uk

Please note that all data will be held in the strictest confidence and in compliance with the General Data Protection Regulation and will only be used for the purpose of selection of trustees.

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