

Trustee Application Pack



Girlguiding
Girlguiding British
Overseas Territories county



Girlguiding
North West England

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Message from Girlguiding British Overseas Territories

Hello,

Thank you for your interest in becoming a trustee of Girlguiding British Overseas Territories county. We are delighted to enclose our recruitment pack, which we hope will give you a better understanding of our county, the opportunities which lie ahead for us, and what we need to do to achieve our goals.

We currently have exciting opportunities for people to get involved in an engaging, decision-making trustee role for Girlguiding British Overseas Territories, a county that is committed to helping all girls know that they can do anything.

Girlguiding has a rich history of over 110 years, Girlguiding British Overseas Territories is a county within the Girlguiding North West region, a charity in its own right and was set up in 1971. Girlguiding provides girls with opportunities to explore, have fun and know that they belong. Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

Girlguiding British Overseas Territories, consists of 9 British Overseas Territories; Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Saint Helena and Ascension Islands and Turks and Caicos. While Girlguiding British Overseas Territories currently have just over 600 girls and 180 adult volunteers we are the largest geographical county in all of Girlguiding, ensuring that guiding never sleeps! We are lucky to operate in such diverse areas and we want to ensure that all girls across our county are able to access the same amazing opportunities that are on offer to the membership within North West England region.

The county will be governed by a board of trustees who will meet on a regular basis to provide strategic direction, oversight of the work of the county and to give support to the county commissioner and her operations team. We anticipate the time commitment to be between 10 – 15 hours per year at the present time.

We are starting the process of recruiting trustees now, and it will be an ongoing process over the next 18 months to ensure that there is crossover at the end of terms. In this opening round of recruitment, we are looking for people who align with our mission and values 'whoever they are, wherever they're from, girls can do

anything', do not have a current active role in Girlguiding but who have a variety of experience or knowledge in areas such as financial management, fundraising, UK charity awareness and equality, diversity and inclusion. Please do not feel that you need all of those skills to be considered for the role.

Our commitment to EDI is woven into the fabric of our governance. We recognise that a diverse trustee body brings a wealth of perspectives, experiences and insights that are vital for effective decision-making and for fostering innovation. Our EDI objectives focus on creating an environment where every trustee feels valued and empowered, regardless of their background, identity, or lived experiences. Through our commitment to EDI, we are actively seeking to attract trustees so that we cultivate a trustee board that champions inclusivity and helps shape a more equitable future for all.

An exciting future lies ahead for us. If you believe you can contribute to the continued growth and development of Girlguiding British Overseas Territories county, we hope that you will apply to become a trustee and we look forward to hearing from you.

Diane Thomas

Chair of trustees & county commissioner
Girlguiding British Overseas Territories

Adele Steel

Trustee member & deputy county commissioner
Girlguiding British Overseas Territories

Are you looking for a new experience? Want to be part of a supportive community across 9 British Overseas Territories? Feeling charitable?

Girlguiding British Overseas Territories is currently looking for new trustees to help us strengthen and govern our county.

This will be a Non-Remunerated Role

Girlguiding British Overseas Territories is part of Girlguiding North West England region. If you would like more information on what Girlguiding North West England region and Girlguiding British Overseas Territories county do, please visit the website: <https://www.girlguidingnwe.org.uk>

Statutory Duties of Trustees

1. Make sure your charity's carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Make sure your charity is accountable

More information can be found here; <https://www.ncvo.org.uk/help-and-guidance/governance/responsibilities-for-boards/the-legal-duties-of-trustees/>

In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve:

- Scrutinising board papers
- Participating in discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Attend meetings, and to read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Participate in other tasks as they arise from time to time, such as interviewing future trustee board candidates, helping with fundraising
- Keep informed about the activities of the organisation and wider issues which affect its work

The important qualities we are looking for in applicants include skills, experiences and personal attributes that can make a difference, which may include;

- Commitment to the charity
- Ability to devote necessary time and effort
- Strategic vision
- Good independent judgement
- Ability to speak their mind
- Understanding and acceptance of legal duties, responsibilities, and liabilities of being a trustee
- Ability to work as part of a team
- An enthusiasm to improve the lives of younger people and the wider community by providing adventure and fun
- Applicants with skills, experiences and personal attributes that can make a difference
- A background in governance and leadership, people management, financial management, operations of a business or charity, HR, digital expertise, marketing, fundraising, equality, diversity and inclusion
- Representatives from any of Girlguiding British Overseas Territories' stakeholders would be an added bonus

This volunteer role will require completion of a 'Fit and Proper Person Declaration' and potentially an Enhanced Disclosure and Barring Service check

For more information or informal discussion, please contact:

GGBOTs@girlguidingnwe.org.uk

The trustee application pack is also available in large print on request.

Deadline for applications is 31 January 2025 at 9am and interviews will take place virtually on 13, 14 or 15 February 2025.

Trustee Role Description

Trustee

Our trustees play a vital role in making sure that Girlguiding British Overseas Territories county achieves its core purpose. They oversee the overall management and administration of the county. They also ensure that Girlguiding British Overseas Territories has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the operations team to enable Girlguiding British Overseas Territories to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Girlguiding British Overseas Territories' purpose, vision, goals and activities
- Approve operational strategies and policies, and monitor and evaluate their implementation
- Oversee Girlguiding British Overseas Territories' financial plans and budgets and monitor and evaluate progress
- Ensure the effective and efficient administration of the organisation
- Ensure that key risks are being identified, monitored and controlled effectively
- Review and approve Girlguiding British Overseas Territories' financial statement
- Keep abreast of changes in Girlguiding British Overseas Territories' operating environment.
- Contribute to regular reviews of Girlguiding British Overseas Territories' governance. Attend Board meetings, adequately prepared to contribute to discussions
- Use independent judgment, acting legally and in good faith to promote and protect Girlguiding British Overseas Territories' interests, to the exclusion of their own personal and/or any third party interests

- Contribute to the broader promotion of Girlguiding British Overseas Territories' objects, aims and reputation by applying your skills, expertise, knowledge and contacts

As a small charity, there will be times when the trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are currently looking for people with finance, fundraising or UK charity awareness, to join the board, who are willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Qualified accountant (ICAEW, ACCA, CIMA, CIPFA or equivalent) if bringing financial experience or knowledge
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of office

- Trustees are appointed for a 3 year term of office, renewal for maximum of up to 2 further years to a maximum of 5 years (this can be adjusted if required to ensure that not all trustee members are ending their terms at the same time)
- This is a voluntary position, but reasonable expenses are reimbursed

Time commitment

- Attending a maximum of 4 board meetings annually (generally online) which should last no longer than 2.5 hours each time
- Attending annual strategy planning meetings or training sessions as required (generally online)

Committee membership

Occasional support of operational working groups.