

Kenward Trust

Chair of Trustees Application Pack

February 2021

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Charity overview

Kenward Trust is a charity based in Yalding which provides support to those affected by addiction, homelessness and crime. Our work spans from sessions in schools delivering early education and interventions, through to residential rehabilitation and providing support to those resettling back into the community. All of our services centre upon enabling people to have the opportunity to change their lives and reach their full potential. KenwardTrust.org.uk

Chair of Trustees Job Description

The Kenward Trust is a charity that provides support for those affected by addiction, homelessness and crime. It has a Christian foundation and the chair should be able to demonstrate that they can support and promote the Christian values that drive the organisation and its work.

Main responsibilities of the chair of trustees:

- To chair all Board Meetings
- To provide support and keep in regular touch with the CEO. To be available to provide advice and a listening ear when necessary. To arrange regular one to one sessions with the CEO.
- To keep informed about the work of the trust, especially any current issues or concerns such as staffing, financial issues, serious incidents.
- To be broadly aware of the wider drug and alcohol sector, including current government policies and funding sources.
- With other trustees to decide on the appropriate level of remuneration for the CEO.
- To attend sub committees where appropriate, this will include the Spirituality Sub-Committee.
- To represent the charity at functions or meetings, to promote the work of Kenward trust wherever possible, and encourage other trustees to do the same.
- To lead on the development of the board, assist in the recruitment of new trustees following the protocols that have been drawn up, and ensure that board decisions are implemented.
- To be available to help with the interviewing of some senior staff posts.
- To attend events such as fund raisers and recovery events.
- With the CEO to arrange training events and social events for the trustees to promote good working relationships.
- Acts as an advocate for the charity willing to promote the trust in a variety of settings and ways.... meetings presentations events writing lobbying
- Engage with wider community around addictions homelessness etc
- Support the Trustees in their work on various committees consider development needs

Time commitment: Variable but possibly averaging 4 – 6 hours a month.

What experience do I need?

We are a charity organisation looking for a new Chair of Trustees. We are looking for people who have knowledge, skills and experience of at least one of the following at a senior level:

- UK charity
- Fundraising
- Strategic
- Legal

The Trust needs outstanding people with a strong commitment to our values and aims. If that's you, we would love to hear from you.

Board Overview

Kenward Trust is a charity and company limited by guarantee which is governed by a Board comprised of Trustees. The Board has overall responsibility for the work of the organisation, and has the following role:

- To oversee the charity's governance
- To help shape strategy
- To oversee the achievement of the strategy

Current Trustees:

Paul Andrews, Chair of Kenward Enterprises
Peter Brook
Sandra Belton
Justin Elks
Dr. Antony Jones
Howard Kendall
Gill Monk
Amanda Parvin
Sally Thomson, Chair of the Quality Assurance Committee
Simon Webster, Chair of the Finance Committee

In practical terms, the Kenward Trust Board delegates to the management team. This enables the charity to draw on both trustee and officer skills and knowledge to maximise the quality of governance and leadership provided to the organisation.

Additionally, in accordance with the Articles of the Charity, there are four sub Committees:

- Finance
- Quality Assurance
- Spirituality
- Kenward Enterprises and Business Development

Trustees can serve for a maximum of two three-year periods of office

Trustees' Duties

This is a summary of Trustees' main legal responsibilities. For more details, please read guidance from the Charity Commission titled "The essential trustee: what you need to know, what you need to do". Before you start - make sure you are eligible to be a charity Trustee You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 years old to be a trustee of any other charity. You must be properly appointed following the procedures and any restrictions in the charity's governing document. You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. Until 31 July 2018, the reasons for disqualification include:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud) • being bankrupt, or entering into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- removal as a company director or charity trustee because of wrongdoing New reasons for disqualification were added on 1 August 2018: our guidance explains the changes in more detail. There are further restrictions for charities that work with children or adults at risk.

Ensure your charity is carrying out its purposes for the public benefit You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally. Comply with your charity's governing document and the law You and your co-trustees must:
- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Manage your charity's resources responsibly You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty. Act with reasonable care and skill As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings Ensure your charity is accountable You and your co-trustees must comply with statutory accounting and reporting requirements.

You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

Useful links to information for prospective Trustees

- The essential trustee: what you need to know, what you need to do – The Charity Commission <http://www.charitycommission.gov.uk/media/94159/cc3text.pdf>
- The hallmarks of an effective charity – The Charity Commission <http://www.charitycommission.gov.uk/media/93827/cc10text.pdf>
- Conflicts of interest: a guide for charity trustees – The Charity Commission <http://www.charitycommission.gov.uk/media/605880/cc29.pdf>

Useful documents

Click on the below to access:

- Report and Accounts year ending 31 March 2020
- Memorandum and Articles of Association

Why I became a Trustee

“I wanted to give something back to my local community, using the skills and experience gained in my business career. I was keen to help Kenward as it’s a charity taking practical steps to address a deep-seated need within our society, and with an ethos in line with my Christian faith.”

Justin P. Elks

“I’ve really enjoyed using my business, finance & property skills to help KT become an even more effective charity in today’s challenging world. It provides me with both purpose and significant satisfaction - a reward which in turn motivates me to contribute more in my later years and keep active in every way.”

Howard Kendall

“I was not looking for something to do but through a series of connections, I joined Kenward Trust as a Trustee. I have always tried to champion the vulnerable in my background in healthcare and Kenward Trust offers a great opportunity to expand this. I have a desire to make a difference, a love of teamwork, and was able to offer a skill set that I wasn’t currently using. The knowledge of Kenward Trust and some of its challenges made me realise I would learn and be inspired by a small dedicated group of Trustees and staff.”

Sally Thomson

How to apply

Please find below a timeline/process for electing a new Chair of Trustees.

Monday 1 - Sunday 28th February

- Position will be advertised
- If you wish to apply please complete the application form and email it to elaine.terry@kenwardtrust.org.uk

Wednesday 10th March

- Applications will be reviewed and applicants contacted
- If shortlisted you will be invited to make a 5-minute presentation to the board on Wednesday 24th March at 5pm

Friday 26th March

- Successful candidate will be contacted