

The Credit Union Foundation

Trustee Recruitment Pack

October 2021

The Credit Union Foundation Trustee Role

Thank you for your interest in joining the Board of The Credit Union Foundation. I have enclosed the recruitment pack here including:

- Overview of The Credit Union Foundation
- Role description and person specification
- Latest annual accounts to year end 30th September 2020 (separate attachment)
- Confirmed Trustee Board meeting dates for remainder of 2021 and 2022
- Code of Conduct for Credit Union Foundation Trustees
- Application form

Initial applications will be considered in December 2021. Potential candidates will then be contacted with guidance on the next stage of the recruitment process.

To apply, please send your CV and a completed application form by 5pm on Tuesday 30th November 2021 to robert.kelly@creditunionfoundation.org.uk

Good luck with your application and we look forward to hearing from you.

Best wishes,



Robert Kelly
Secretary

The Credit Union Foundation Ltd
Charity number: 1096199

The Credit Union Foundation - Overview

The Credit Union Foundation is a registered charity and a company limited by guarantee with a board of trustees consisting of directors of the Association of British Credit Unions (ABCUL) and independent trustees. The Foundation is looking for a new independent trustee to help develop and take forward the next phase of our strategy.

Trustees are appointed by the ABCUL Board with the guidance of the Trustee Board of the Foundation. Candidates with skills and experience in charitable sector fundraising and / or strategic communications are now being sought to strengthen our board of trustees.

The Objects of the Credit Union Foundation are:

(a) To advance education amongst the public in matters pertaining to credit unions and their potential in relieving poverty and need, and to provide education and training in the knowledge and skills pertinent to the establishment and management of credit unions;

(b) To relieve poverty and need amongst communities in the United Kingdom and throughout the World which are in need of such relief, by advising needy persons within those communities how to establish and manage credit unions.

(c) To relieve poverty by providing grants, items, support, and other services to credit unions to allow them to extend their services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

The Credit Union Foundation's objects allow it to carry out a different but complementary role to that of ABCUL, for the benefit of the whole credit union sector and its members across the UK.

The Credit Union Foundation has carried out a number of projects in recent years including:

- Over £6m of support received from Lloyds Banking Group to administer a credit union development fund ran from 2014 to 2020. The Fund was managed by The Credit Union Foundation and an independent Grants Committee. The programme was designed to strengthen the capital/financial position of credit unions and give them the capacity to develop new strategies for sustained and effective growth.
- Credit Union Futures is a 12-month personal and professional development programme for credit union professionals aged 35 and under. It is designed to train and retain talent and create the next generation of credit union leaders.
- Save and Sound is an oral history and heritage project funded by the National Lottery Heritage Fund. It is collecting oral history interviews from credit union pioneers across the north of England. These will be preserved by the British Library and made available to generations of researchers.

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- The Development Educator (DE) programme has recently come back within the Credit Union Foundation. The programme is delivered to credit union employees and volunteers and helps to provide them with a greater understanding of the international credit union system and the ethos and culture of the sector.

The principal objective of The Credit Union Foundation for the next 10 years has been identified as 'Education' in line with the objectives highlighted above. The Trustees have ambitions to expand on the provision of professional development for credit union employees and have been exploring a range of possible ways to achieve this.

More information about the Foundation projects can be found at:

<https://www.creditunionfoundation.org.uk/projects>

Role Description for Credit Union Foundation Trustee

The role and responsibilities of a trustee are:

A Strategic

- i) to ensure that the Foundation pursues its objectives as set out in its governing schemes issued by the Charity Commission, charity law, and any other relevant legislation or regulations.
- ii) to contribute actively to the Board in giving strategic direction to the Foundation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.

B Decision Making

- i) to approve all activities and oversee governance for grants made by the Foundation ensuring that resources are exclusively applied in pursuit of its objectives, e.g., the Foundation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable these activities are.
- ii) to ensure the financial stability of the Foundation and to ensure the proper investment of the Foundation's funds.
- iii) to protect and manage the property of the Foundation and make sure the Foundation is properly insured against all reasonable liabilities.

C Responsibilities

- i) 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, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the Foundation's work in which the trustee has special expertise.
- ii) to ensure the effective and efficient administration of the Foundation by appointing and supporting the director and other staff and monitoring their performance.
- iii) to keep informed about the activities of the Foundation and wider issues which affect its work.
- iv) To adhere to the Code of Conduct for Credit Union Foundation Trustees.

Person Specification

1. All trustees must be people of high integrity with good, independent judgement, an ability to think creatively and a willingness to speak their mind.
2. Trustees will need to commit at least half a day a month to the Foundation. Some of this time will be attending committee meetings, involvement in time limited working parties, and reading papers in advance of meetings.
3. Trustees are expected to be active ambassadors for the Foundation. This means attending and supporting events and taking opportunities to promote and develop the work of the Foundation through your networks and contacts.
4. Trustees meet 4 times a year in, usually in March, May, July, and November. Meetings are usually at 12.00noon or 2.00pm Thursday in Manchester, with online/virtual technology in place as a joining option. Expenses for attending meetings are payable in line with HMRC guidelines. The March meeting is held as part of the ABCUL Conference weekend, and the July meeting doubles as a Strategic Planning Session each year respectively.

Confirmed Meeting Dates:

- Thursday 11th November 2021 (2.00pm – 4.00pm) Manchester / Online
 - Meeting during ABCUL Annual Conference – 18th / 19th March 2022
5. To complement the skills within the current Trustee Board, applications are particularly welcome from people with experience in and knowledge of the charitable sector, grant and corporate fundraising, and strategic communications.
 6. The Credit Union Foundation is keen to ensure that it reflects the diverse membership of the credit union sector, and we particularly encourage applications from people of colour who are currently underrepresented on the Trustee Board.
 7. The Trustee Board, as a whole, needs skills, experience, knowledge in the following areas:
 - Clear understanding of the needs of the credit union sector
 - An understanding of the diversity of the credit union sector and their members along with a commitment to diversity, equity, and inclusion.
 - Setting targets, monitoring, and evaluating performance and programmes
 - Grant making
 - Some of the fields of work which the CUF supports education, investment, and community development
 - Financial management
 - Public relations/marketing
 - Fundraising
 - Research
 - Legal matters and governance
 - Recruitment and personnel management
 - Information technology

Code of Conduct for Credit Union Foundation Trustees

I will respect and uphold the values of the Credit Union Foundation (CUF)

A list of core behaviours and acceptable conduct is shown below, and I will uphold these elements at all times.

GENERAL

- I will act within the policy governance approach of CUF and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the policy governance documentation and relevant policies and procedures.
- I will support the objects and mission of CUF, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience, and knowledge available to CUF and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees where they are deemed appropriate.
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of CUF and its environment. This will include an understanding of how CUF operates, the social, political, and economic environment in which it operates and the nature and extent of its work.
- I will use CUF's resources responsibly, and when claiming expenses will do so, in line with CUF procedures.
- I will seek to be accountable for my actions as a trustee of CUF, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that CUF is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with CUF unless specifically authorised to do so.
- I will act in the best interests of CUF as a whole, and not as a representative of any group – considering what is best for CUF and its present and future beneficiaries and avoiding bringing CUF into disrepute.
- Unless authorised, I will not put myself in a position where my personal interest's conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest, I will ensure that this is managed effectively and visible to the rest of the Trustee board. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments at CUF or give apologies. If I cannot regularly attend meeting's I will consider whether there are other ways I can engage with CUF.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time
- I will actively engage in discussion, debate and voting in meetings; contributing to a considered and constructive way, listening carefully, challenging sensitively, and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.

RELATIONS WITH OTHERS

I will endeavour to work considerately and respectfully with all those I come into contact with at CUF. I will respect diversity, different roles and boundaries, and avoid giving offence.

- I recognise that the roles of trustees and staff of CUF are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with at CUF. In particular, I recognise my responsibility to support the chair and the senior staff member(s).
- I will not make public comments about the organisation unless authorised to do so.

LEAVING THE BOARD

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.
- Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of CUF at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Signed

Name

Date

Application Form

Please fill in all sections of this form, and email it to robert.kelly@creditunionfoundation.org.uk

Personal Details: NAME: _____
 ADDRESS: _____

 TELEPHONE: _____
 EMAIL: _____

References

Please give contact details for two people who could comment on your suitability to be a trustee of The Credit Union Foundation.

Reference 1	Reference 2
Name: Address: Daytime telephone: Email: In what capacity does this person know you?	Name: Address: Daytime telephone: Email: In what capacity does this person know you?

Are you related to, or do you have any close connection with, any member of staff or current trustee of The Credit Union Foundation or of ABCUL? **Yes / No**

If yes, please give details:

Where did you see this role advertised?

DECLARATION OF COMMITMENT AND QUALIFICATION FOR TRUSTEESHIP

I (name *in block capitals*)

am committed to achieving the objects of The Credit Union Foundation.

I understand the responsibilities and liabilities I am taking on in becoming a trustee of The Credit Union Foundation and agree to devote the necessary time and effort required to fulfil my trusteeship.

I declare that I am not disqualified from acting as a charity trustee and that:

- I am aged 18 years or over at the date of this appointment;
- I am capable of managing and administering my own affairs;
- I do not have an unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement);
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
- I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000.

Signed:

Date:

Personal Statement

Please make a personal statement about why you are interested in becoming a trustee of The Credit Union Foundation, including relevant experience and what you would contribute to the Foundation.

DECLARATION

I confirm that the information on this form is correct and complete.

Signed:

Date: