



**Girlguiding**  
North West England

## **Trustee Application Pack**

**This pack contains the following:**

<b>Message from Girlguiding North West England</b>	<b>Page 3</b>
<b>Girlguiding North West England background information</b>	<b>Page 4</b>
<b>Trustee Person Specification</b>	<b>Page 6–12</b>

### Message from Girlguiding North West England

Hello,

Thank you for your interest in becoming a Trustee of Girlguiding North West England.

We are delighted to enclose our recruitment pack, which I hope will give you a better understanding of our charity, 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 North West England, a charity that is committed to helping all girls know that they can do anything.

Girlguiding has a rich history of over 110 years, the North West Region is 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. We currently have over 44,000 members of which around 9,000 are adult volunteers, we are the largest girl only charity across the region.

Our region covers 18 counties. We work with counties from the top of Cumbria to the bottom of Cheshire, including the Isle of Man and just recently we have just welcomed the 18<sup>th</sup> county to our region which is Girlguiding Overseas Territories, this new county 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 into the region structure. We are lucky to live in such a diverse region, with access to a wide range of urban and rural facilities. Within our region, you'll find 51% of the UK's most deprived areas, and we want to ensure that all girls across our region are able to access the same amazing opportunities that are on offer to our current membership. Find more information here about our region; <https://www.girlguidingnwe.org.uk/about-us/our-region/#maps>

The charity is governed by a board of trustees who will meet on a regular basis to provide strategic direction, oversight of the work of the charity and to give support to the Executive Manager. As the Finance Chair, you will not only be a Trustee but also chair our Finance Committee.

We are looking for someone who is not a member of Girlguiding but who align with our mission and values 'whoever they are, wherever they're from, girls can do anything' and who have a variety of experience in areas such as governance and leadership, people management, financial management, operations of a business or charity, digital expertise, marketing, fundraising and equality, diversity, and inclusion and marketing and fundraising. Please do not feel that you need all of those skills to be considered for the role.

## Trustee Application Pack

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. We actively seek to attract trustees from a range of diverse backgrounds, ensuring that our leadership reflects the communities we live in. Through our commitment to EDI, we are cultivating a trustee body that champions inclusivity and helps shape a more equitable future for all.

We will be looking for someone with the skills needed to join our diverse team of Trustees with complementary skills and expertise that will enable us to work together to make the best decisions for our charity.

An exciting future lies ahead for us. If you believe you can contribute to the continued growth and development of Girlguiding North West England, I hope that you will apply to become a Trustee and look forward to hearing from you.

Rona Rommel  
**Chair of Trustees & Region Commissioner**  
**Girlguiding North West England**

Kelly Hunter  
**Executive Manager**  
**Girlguiding North West England**

**Are you looking for a new experience? Want to be part of a supportive community?  
Feeling charitable?**

Girlguiding North West England is currently looking for new Trustees to help us strengthen and govern the organisation.

**This will be a Non-Remunerated Role**

If you would like more information on what we do, please visit our 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
- Leading 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 arise from time to time, such as interviewing senior managers, 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 Application Pack

### 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 financial management is essential
- Representatives from any of Girlguiding North West England's 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

[rona.rommel@girlguidingnwe.org.uk](mailto:rona.rommel@girlguidingnwe.org.uk) or [kelly.hunter@girlguidingnwe.org.uk](mailto:kelly.hunter@girlguidingnwe.org.uk)

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

**We will be actively interviewing for this role and interviews will take place at a mutual convenient time/date.**

Girlguiding North West England is an equal opportunities employer and any discrimination or harassment on the grounds of colour, sex, race, nationality, religion, ethnic origin, sexual orientation, disability, marital status, domestic circumstances, trade union membership/non-membership, or age will not be tolerated.

### Trustee Role Description

#### Trustee

Our Trustees play a vital role in making sure that Girlguiding North West England achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Girlguiding North West England has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Girlguiding North West England 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 North West England's purpose, vision, goals and activities
- Approve operational strategies and policies, and monitor and evaluate their implementation
- Oversee Girlguiding North West England's 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 North West England's financial statements.
- Provide support and challenge to Girlguiding North West England's Chief Executive Officer in the exercise of their delegated authority and affairs
- Keep abreast of changes in Girlguiding North West England's operating environment.
- Contribute to regular reviews of Girlguiding North West England's own governance. Attend Board meetings, adequately prepared to contribute to discussions
- Use independent judgment, acting legally and in good faith to promote and protect Girlguiding North West England's interests, to the exclusion of their own personal and/or any third party interests
- Contribute to the broader promotion of Girlguiding North West England's 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, leading discussions, 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 looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board.

## Trustee Application Pack

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

### Personal skills and qualities

- 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

### Committee membership

Occasional support of operational working groups and/or support to the executive team as needed.

### Finance chair role

As well as fulfilling the duties of a Trustee, the Finance Chair maintains an overview of Girlguiding North West England's financial affairs, ensuring that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management
- Monitoring and advising on the financial viability of the charity
- Overseeing financial controls and adherence to systems, regularly liaising with the Executive Manager
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised
- Work with the Executive Manager to appoint the external auditors



### **Trustee Application Pack**

- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk
- Work with the Executive Manager to ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission
- Keeping the board informed about its financial duties and responsibilities and liaising with the Executive Manager to develop the financial understanding of the Board of Trustees

### **What we are looking for**

- A finance professional. A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs
- A strategic thinker with an ability to balance risk and opportunity
- Clear communicator with the ability to bring financial information alive to non-finance specialists
- Willing to play an active role in areas such as forecasting and setting budgets

In addition to the above, the Treasurer will also have the responsibilities and qualities of all Trustees:

### **Time Commitment** (Estimated at 1 day per month)

- Attending 4 Board meetings per year
- Attending and chairing 4 Finance Committee meetings per year
- Attending annual strategy meetings/training sessions as required