



# Will you consider becoming a **Peace & Justice** Trustee?

**Please read this updated 2020 Application Pack**

## ***Role Description***

The Edinburgh Peace and Justice Centre (the P&J) was established in 1980 and is registered as a Scottish Charity. Our Constitution provides for Trustees to formally control the activities of the centre and ensure we act in accordance with our purposes and the wishes of our members. Lots more background at [www.peaceandjustice.org.uk](http://www.peaceandjustice.org.uk).

We seek a diverse group of trustees and so especially welcome those who experience challenges in their lives which they can bring to widen our perspective, people of other genders and people of colour.

Trustees have defined responsibilities and, in some circumstances may have to make sensitive or critical decisions on behalf of members.

**Trustees are responsible for developing and approving the strategic framework within which day-to-day tasks are carried out by staff and volunteers, and we help guide our long-term planning. We are guardians of P&J Vision, Mission and Aims.**

Trustees' key **responsibilities** fall into the following areas:

- Strategy and objectives
- Culture and values
- Financial accountability
- Support for our staff
- Governance processes
- HR and Recruitment
- Succession planning

## ***Why Be a Trustee?***

Trustees learn about how a social justice organisation runs and gain skills like leadership, problem-solving and innovation, strategic judgement and effective communication.

Serving as a Trustee is an opportunity to learn about the governance of a not-for-profit organisation in a supportive environment, learning from more experienced Trustees and staff and the fresh perspective of newer Members alike. Is this a role for you?

## ***What Skills Do I Need?***

Trustees have a wide-ranging remit with some people leading on particular aspects, some playing a more general role. We particularly welcome applications from those with an understanding of *HR, Risk Management, Legal Requirements, Fundraising, Finance, etc.*

Having prior skills in these areas is not essential; however, a willingness to accept a challenge and an appetite for learning in at least one of these areas, are key to the role.

To flourish as a Trustee, you must be committed, passionate, flexible! Being a Peace and Justice Trustee involves the following:

<b><i>Responsibility</i></b>	<b><i>Key Components</i></b>
Generally control activities of the organisation	<ul style="list-style-type: none"> <li>• Approving contracts and other high-level decisions.</li> <li>• Participating in trustee meetings.</li> </ul>
Legal responsibility for the organisation	<ul style="list-style-type: none"> <li>• Annual reporting to Office of Scottish Charity Regulator (OSCR).</li> <li>• Electing a convenor, treasurer, secretary, and any further office bearers as found appropriate.</li> <li>• Ensuring legal compliance in all activities.</li> <li>• Respecting the confidentiality of decisions.</li> </ul>
Monitoring and controlling finances of the organisation	<ul style="list-style-type: none"> <li>• Reviewing accounts and high-level financial decisions.</li> <li>• Ensuring that any contract entered into complies with funding agreements and / or strategic plans.</li> </ul>
Hold regular meetings	<ul style="list-style-type: none"> <li>• Organising and participating in Trustee meetings, keeping in mind preparation, punctuality and due process (Circulating agendas with reasonable advance notice, taking minutes, etc.)</li> <li>• Participating in Annual and some Working Group Meetings.</li> </ul>
Coordinate strategic planning	<ul style="list-style-type: none"> <li>• Ensuring regular consultations with staff and membership in order to cooperatively create long term strategies, plans and direction (e.g. consultation sessions, away days, getting in external facilitators) which maintain our vision and mission.</li> </ul>
Staff coordination	<ul style="list-style-type: none"> <li>• Overseeing recruitment of staff</li> <li>• Supporting them where appropriate</li> <li>• Ensuring fulfilment of responsibilities (this does not include day to day staff coordination)</li> </ul>
Maintaining the Trustees	<ul style="list-style-type: none"> <li>• Organising the AGM and any Special General Meetings and co-opting additional Trustees when necessary.</li> </ul>

## ***Who can Apply?***

Anyone who supports the Vision and Mission of the P&J is invited to apply. No need to have a history with us – we simply seek a combination of skills and experience, and welcome applicants with specialised skills as well as those interested to learn.

Once appointed Trustees are strongly encouraged to participate in at least one project Working Group so you have a clear focus area that informs you to be an effective Trustee.

We hope that most applicants will already be active or recent volunteers from one of the P&J projects. As a member of a WG, you will act as the link between WG and Trustees.

## ***What is the Time Commitment?***

As a voluntary Trustee, you will make some clear time commitments:

- to attend Trustee meetings – currently bi-monthly and
- ideally engage with a Working Group for one of our projects.

There will of course also be opportunity outside of these times to contribute to new projects and discussions.

Time off can be arranged among Trustees, ensuring that there is a balance between Trustees' wellbeing and P&J functioning. There is an expectation that if you cannot make a meeting you let people know.

## ***How Do I Apply?***

Interested? Great! Please download and complete the [application form](#) for you to give Members an idea about why you'd like to be a Trustee - and the skills and experience you'd bring to the mix.

Please email it with a copy of your CV to Brian Larkin, Centre Coordinator at [Coordinator@peaceandjustice.org.uk](mailto:Coordinator@peaceandjustice.org.uk). Use Subject "Trustee application YOUR NAME".

Paper versions of the application form are available on request.

## ***What Happens Next?***

Trustees will review applications and you will be invited to one of our meetings to see if the prospect suits you. Appointed Trustees' term of office starts immediately after co-option and lasts until the next AGM.

There will be an induction process to help you learn the ropes.

## ***Any questions?***

Please email Brian Larkin, Centre Coordinator [Coordinator@peaceandjustice.org.uk](mailto:Coordinator@peaceandjustice.org.uk) ! Alternatively, one of the existing trustees would be up for an informal discussion if you wish more background. Simply email contact details to Brian and he will share with us.

Arthur Chapman, Frank Thomas, Judy Russell, Jan Benvie, David Somervell, Trustees,

March 2020

## Peace and Justice Trustee Application - 2020

Please complete, SAVE this page (only) as “YOUR NAME” and email – with copy of your CV with contact details of two references – to [Coordinator@peaceandjustice.org.uk](mailto:Coordinator@peaceandjustice.org.uk) with Subject: Trustee Application.

<b>FirstName:</b>	<b>LastName:</b>
<b>Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Describe your involvement with P&amp;J / experience in other such organisations?</b>	
<b>Please say in one or two sentences why you are applying as a P&amp;J Trustee?</b>	

**Please fill in the table below with examples of any skills you can bring as a Trustee.**  
 NB. We don't expect you to have experience in them all – but it's useful to see what each individual can contribute to a trustee team with a range of diverse skills and experience:

Skill	Relevant Experience
Cooperatives	
Peace activism	
Volunteer Coordination	
Human Resources	
Strategy	
Communication	
Finance	
Fundraising	
Legal	

**We seek diverse Trustees so welcome applications from all backgrounds and experiences**