



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

Please read this Application Pack

The Edinburgh Peace & Justice Centre was established in 1980 and is registered as a Scottish Charity (SC026864).

In 2021 we became a national organisation: **Peace & Justice - Building a Culture of Peace in Scotland.**

The Trustees

Our Constitution provides for Trustees to formally control the activities of the organisation and ensure we act in accordance with our purposes and the wishes of our members.

Further background information on Peace & Justice and our activities can be found at www.peaceandjustice.org.uk.

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

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

Trustees are responsible for developing and approving the strategic framework within which day-to-day tasks are carried out by staff and volunteers, and for guiding 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
- Staff support and governance processes
- HR and Recruitment
- Succession planning

Why Be a Trustee?

Trustees learn about how a social justice organisation runs and gain skills in 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.

It can also be a chance for experienced people to share their skills and experience for the benefit of an organisation whose mission fits with their own values.

What Skills Do I Need?

| Responsibility | Key Components |
|---|---|
| Generally control activities of the organisation | <ul style="list-style-type: none"> • Approving contracts and other high-level decisions. • Participating in trustee meetings. |
| Legal responsibility for the organisation | <ul style="list-style-type: none"> • Annual reporting to the Office of Scottish Charity Regulator (OSCR). • Electing a convenor, treasurer, secretary, and any further office bearers as found appropriate. • Ensuring legal compliance in all activities. • Respecting the confidentiality of decisions. |
| Monitoring and controlling finances of the organisation | <ul style="list-style-type: none"> • Reviewing accounts and high-level financial decisions. • Ensuring that any contract entered into complies with funding agreements and / or strategic plans. |
| Taking part in regular meetings | <ul style="list-style-type: none"> • Organising and participating in Trustee meetings, keeping in mind preparation, punctuality and due process (Circulating agendas with reasonable advance notice, taking minutes, etc.) • Participating in Annual and some Working Group Meetings. |
| Strategic planning | <ul style="list-style-type: none"> • Engaging in 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. |
| Staff coordination | <ul style="list-style-type: none"> • Overseeing and taking part in recruitment of staff • Supporting staff as appropriate • Ensuring fulfilment of responsibilities (this does not include day to day staff coordination) |
| Maintaining the Trustees | <ul style="list-style-type: none"> • Organising the AGM and any Special General Meetings and co-opting additional Trustees when necessary. |

Who can Apply?

Anyone who supports the P&J [Vision and Mission](#) 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.

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.

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 2 hours bi-monthly and
- ideally engage with a Working Group for one of our projects, meeting more frequently.

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 at the end of this document 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 and contact details for TWO References to Admin@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 allow you an opportunity to meet the current Board and discuss the role. Alternatively, an informal discussion with an existing trustee can be arranged. 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 Jane Herbstritt, our Admin and Information Coordinator, to arrange an informal chat with one of the trustees: Admin@peaceandjustice.org.uk !

David Somervell (convener), Seonaid Stewart (Treasurer), Jan Benvie (Secretary), Juliette Diagre, Trustees

March 2023

Peace and Justice Trustee Application

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

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

| | |
|---|-------------------|
| First Name: | Last Name: |
| Address: | |
| Phone: | Email: |
| Describe your involvement with P&J / experience in other such organisations? | |
| Please say in one or two sentences why you are applying as a P&J Trustee? | |

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 | |

