

Trustee – Praxis Community Projects

Remuneration Unremunerated, but reasonable expenses for travel may be claimed.

Location London E2

Time commitment: Preparation for, and attendance at board meetings once every two months (usually held between 6pm and 8pm on a weekday).

Attendance at an annual away day, usually held on a Saturday.

Trustees who are members of the Finance and Resources Committee additionally meet (often by phone) during the week once every two months.

Profile

Objective

Trustees are volunteers who play a critical role in the overall governance of the charity and in setting and monitoring our strategy.

Our trustees attend and contribute to board meetings, using their personal skills, experience and attributes to help us to reach sound decisions, contribute to sub-groups and support our staff and fellow trustees in delivering the core purpose of Praxis.

Principal responsibilities:

- Working with fellow trustees to ensure that the board agrees an appropriate strategy and to monitor progress in implementing that strategy by reviewing performance against plan.
- Ensuring that our objectives are achieved and that risk is appropriately managed.
- Supporting, monitoring and reviewing the effectiveness of the work of the board, the Chief Executive, staff and volunteers.
- Maintaining an overview of the work of the board's finance sub-committee to ensure that Praxis' finance, property and resources are prudently managed.
- Ensuring that Praxis complies with our governing document, charity law and company law and other relevant legislation and regulations.
- Using personal skills, experience and attributes to contribute directly to Praxis' work.

Main duties:

- Attending board meetings at least four times per year.
- Supporting staff and fellow trustees in areas of personal skill, expertise and experience.
- Contributing to appropriate sub-groups.
- Using specific knowledge or experience to help the board to make sound decisions.
- Scrutinising board papers, participating in discussions, focusing on key issues and providing advice on areas of Praxis' work in which the trustee has expertise or experience.

Trustee responsibilities:

To be a trustee of an organisation is an exciting and fulfilling role. The most effective boards are those which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a trustee is to ensure that Praxis Community Projects fulfils its duty to its beneficiaries through providing help and support for newly-arrived and long-settled migrants to ensure that they are able to live in safety, meet their needs and overcome the barriers they face to integrate, develop and thrive in the UK.

Trustees ensure that we deliver on our vision, mission and values.

Legal eligibility to be a trustee

Most people aged 18 years and older are eligible to be a trustee. Please note however that some people are disqualified by law from acting as a trustee. A summary of the relevant law can be found here: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#trustees-duties-at-a-glance>

Potential trustees should review this summary prior to applying, to confirm they are eligible.

Immigration status is not a bar to volunteering as a trustee.

Our Vision: we want to see a world where people are not defined by their immigration status; a world where people who have migrated are treated with dignity and respect, are able to live in safety and take control of their own destinies.

Our core purpose is to provide practical, legal and emotional support for migrants in crisis or at risk, ensuring that their essential human needs are met and that they are able to overcome the barriers they face. We build community, challenge exclusion and discrimination, influence policy, improve services and inspire solidarity with migrants.

Our beliefs and values

- We believe in social justice, human rights and solidarity;
- We see people as individuals with strengths, not defined by the challenges they face;
- We believe that a sense of belonging builds resilience and empowers people to create change;
- We believe that service users are the roots of our work and this informs all our service delivery;
- We value and act with respect, honesty, dignity and kindness;
- We believe in creativity, equality, professionalism and learning.

Legal duties of a trustee

The legal duties of a trustee are summarised in the following table:

Duty	Example
To ensure that Praxis is carrying out the purposes for which Praxis was set up, and no other purpose	A trustee must be able to explain how all of Praxis' activities are intended to further or support its objects
To ensure that Praxis complies with its governing documents and the law	A trustee should take reasonable steps to find out about legal requirements, for example by reading relevant guidance, attending training or taking appropriate advice when required
To act in Praxis' best interests	A trustee must, with their co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
To act responsibly, reasonably and honestly (this is sometimes called the duty of prudence)	Prudence is about exercising sound judgement. For example, a trustee must avoid exposing the charity's assets, beneficiaries or reputation to undue risk
To act with reasonable care and skill	A trustee must give enough time, thought and

Duty	Example
	energy to their role, for example by preparing for, attending and actively participating in all trustees' meetings
To ensure Praxis is accountable	A trustee must ensure Praxis complies with statutory accounting and reporting requirements, has appropriate accountability to members, and that there is accountability within Praxis (for example where decisions have been delegated to Praxis' management team)

The Charity Commission has produced a more detailed summary the key duties of all trustees of charities in England and Wales, and what trustees need to do to discharge these duties:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Trustees should be familiar with, and discharge, these duties.

As well as the various legal duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

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Person specification

The board of trustees share responsibility for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, and legal and regulatory restrictions and guidelines.

All trustees should also be aware of and understand their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience, knowledge, skills and understanding

Individuals are sought who have a strong empathy with our vision for a society that respects all migrants as human beings, affords them their human rights and enables them to live in dignity and make a contribution to the economic, social and cultural life of the UK.

At this time (early 2019) we are particularly seeking experience, skills, and expertise in the following areas: property, communications, fundraising or HR combined with an appreciation of our work and ambitions.

We hope to hear from candidates with:

- experience of contributing effectively at senior level in a charitable, public or private organisation
- the ability to challenge constructively, speak openly and build good working relationships with colleagues and stakeholders
- integrity, sound judgement
- empathy with our vision and commitment to core purpose