



Centre for Alternative Technology  
Canolfan y Dechnoleg Amgen



# Invitation to express interest in becoming a CAT Trustee - 2020

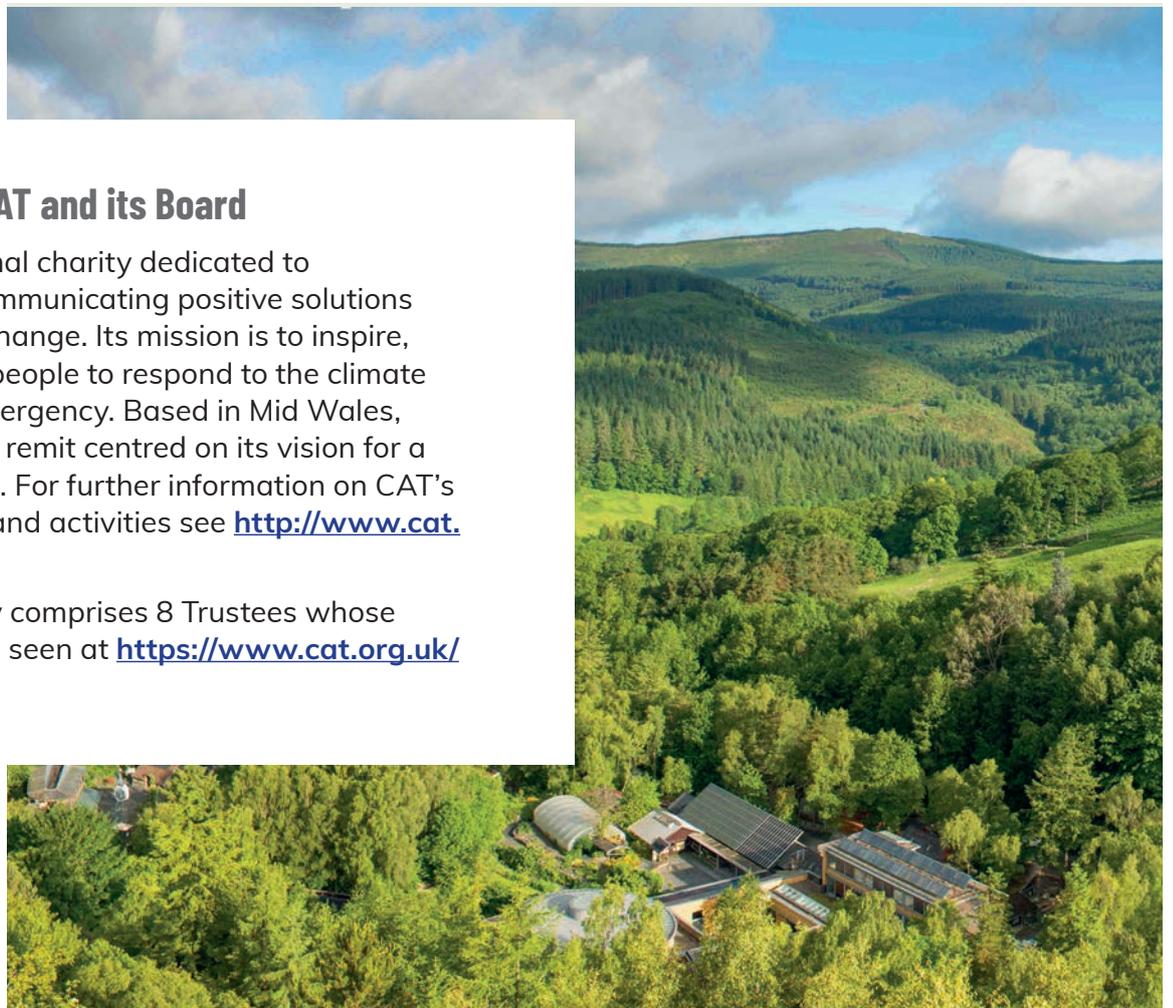
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## Information for Prospective Trustees 2020

### Background on CAT and its Board

CAT is an educational charity dedicated to researching and communicating positive solutions for environmental change. Its mission is to inspire, inform and enable people to respond to the climate and biodiversity emergency. Based in Mid Wales, CAT has a UK-wide remit centred on its vision for a Zero Carbon Britain. For further information on CAT's history, ambitions, and activities see <http://www.cat.org.uk/>.

The Board currently comprises 8 Trustees whose brief profiles can be seen at <https://www.cat.org.uk/about-us/people/>





### **Role of trustees (general)**

Charity trustees are the people who share ultimate responsibility for governing a charity and directing how it is managed and run.

General guidance explaining what being a trustee involves and who is eligible to be a trustee is set out in the Charity Commission document *The Essential Trustee: what you need to know, what you need to do* [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/842041/CC3\\_may18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/842041/CC3_may18.pdf)

### **Overall Purpose - Board**

The Board of Trustees is responsible for the overall governance and strategic direction of the Charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Specifically, CAT Trustees are responsible for:

- Ensuring that CAT and its representatives function within the legal and regulatory framework of the sector and in line with its governing document, continually striving for best practice in governance.

- Upholding CAT's obligation to act in the best interests of its beneficiaries, and to act in a way that adds to public confidence and trust in CAT.
- Determining CAT's overall direction and development through good governance and clear strategic planning.

Trustees have a predominantly strategic role, and particular responsibilities as set out by the Charity Commission and Companies Act. They are expected to attend quarterly Board meetings and contribute to at least one of the Board's two committees: AFPC (Audit, Finance, and Performance Committee) and ODC (Organisational Development Committee). Trustees also participate in discussions and exchanges between meetings, and are invited to a variety of events. A total contribution of approximately 12 to 15 days per year is usual. A more detailed role description is included as an appendix to this document. All trustees are required to sign and abide by CAT's Code of Conduct for Trustees.

Appointment is for a three-year, potentially renewable, term.

## What we are seeking - particular capabilities sought at present

CAT is at an exciting point in its development, being at the forefront of an issue – climate change – which is now making headlines every day. Having recently secured a large trust grant to expand its work on this topic, CAT is well placed to access further sources of funding and to significantly increase the range of its audiences.

The Board is looking for people who share a passion for CAT's mission and are keen to contribute their skills as part of a team. We welcome candidates with experience in the private, public or charity sectors. *At this point in CAT's development, we are specifically seeking expertise and particular interest in fundraising, especially capital development campaigns and related strategic and innovative initiatives.*



## Statement on openness, EO and diversity in selection of trustees

CAT's Board seeks to ensure that the charity follows the principles of equality and diversity and encourages inclusive and accessible participation. CAT values diversity, in the widest sense, considering this essential for its Board to stay informed and responsive and to navigate the fast paced and complex changes facing the voluntary sector. CAT recognises that trustees from different backgrounds, with a variety of experience and perspective are more likely to encourage debate and make better decisions.

To help balance current Board membership we are looking for individuals who can demonstrate the relevant capabilities and an active involvement/interest in the sector, and would especially welcome expressions of interest from younger applicants, Welsh speakers, and/or those from the BAME communities.

## Statement on expenses

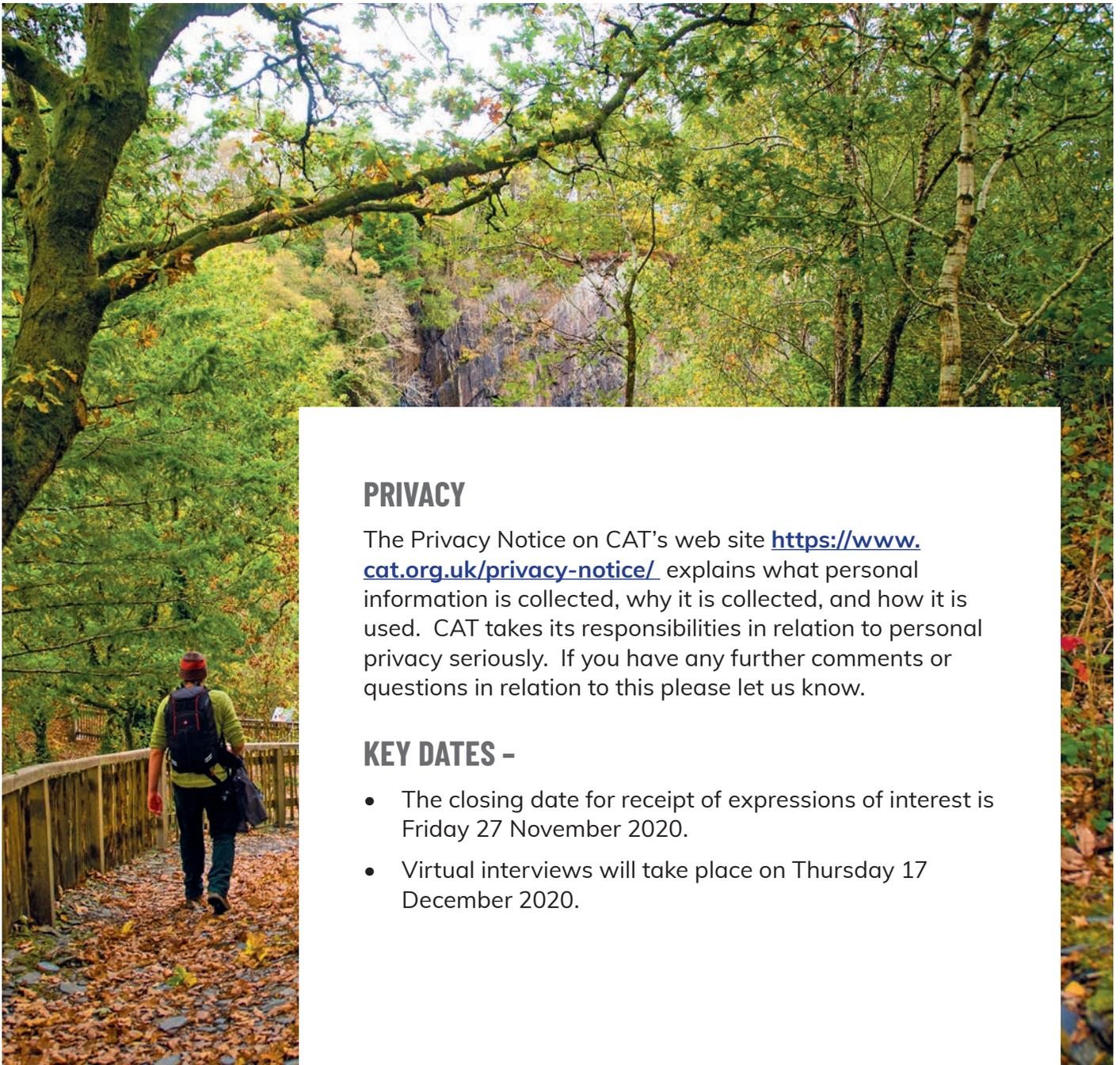
The role is entirely voluntary and unpaid. However, we recognise that travelling for Board Meetings and events generally has associated cost. We do not want this to present a barrier to prospective trustees. Board Members are encouraged, in accordance with CAT's financial procedures and processes, to claim the costs of covering their reasonable and necessary expenses legitimately incurred while acting on behalf of the charity. Such payments of expenses do not constitute a trustee benefit. Naturally CAT also expects and encourages Board Members to use public transport whenever possible and/or to lift share.

## How to indicate your interest

To express interest in becoming a trustee, having considered the information set out here, please email your CV together with a short covering letter to Ingrid O'Donnell (ingrid.odonnell@cat.org.uk), Executive Assistant to the CEO. Alternatively, if you would prefer an initial informal discussion about what the role involves, please contact Ingrid as above, who will put you in touch with the Chair or another member of the Board.

## How will selection be made?

A small recruitment group of Board Members will be taking the first stages of this process forward prior to approval by the full Board of those individuals recommended. The sub-group will review expressions of interest received by the closing date against an agreed set of criteria, to arrive at a shortlist of potential trustees. Those shortlisted will be invited to a selection meeting at CAT with the Board's recruitment group. This aims to be an opportunity for prospective trustees to ask questions and assess whether the role would suit them, as well as for existing trustee to explore the degree to which each person's profile fits with the Board's needs at this time.



### PRIVACY

The Privacy Notice on CAT's web site <https://www.cat.org.uk/privacy-notice/> explains what personal information is collected, why it is collected, and how it is used. CAT takes its responsibilities in relation to personal privacy seriously. If you have any further comments or questions in relation to this please let us know.

### KEY DATES -

- The closing date for receipt of expressions of interest is Friday 27 November 2020.
- Virtual interviews will take place on Thursday 17 December 2020.



# CAT Trustee Role Outline - 2020

## Role of CAT Trustee

The CAT website sets out a range of background on the organisation, its people, and its ambitions. Information for CAT Trustees is also provided and updated through the recruitment procedure brief and induction when each is appointed, in the CAT policies and Board papers, and via frequent meetings and presentations from staff.

### The role of the Board

The Board of trustees is the governing body of the charity and it holds ultimate authority and responsibility to hold the charity “in trust” for current and future beneficiaries. What is required of trustees is set out in Charity Commission guidance. \*

The CAT Board has a Chair whose responsibility, in addition to the role as Trustee, is to lead the Board.

### Commitment Needed

Trustees act both in an individual capacity and collectively as members of the Trustee Board. The position of trustee is unremunerated but all trustees are entitled to claim back their travel and other incurred expenses.

Trustees will need to prepare for and attend board meetings (usually held on site at CAT) currently four times a year, as well as (optional) attendance at occasional events such as the Members' Conference, the Graduate Awards event, or meetings related to funding and fundraising events. These are mostly held at CAT but might be at other venues.

CAT Trustees are also expected to serve on one of CAT's two standing committees: the Audit, Finance, and Performance Committee (AFPC) or the Organisational Development Committee (ODC), working groups or task and finish groups and/or to offer their specific expertise to ensure the charity is well managed, has the appropriate policies in place and is legally and financially compliant. The committees mainly work remotely, using online virtual meetings.

The expected time commitment is around 12 to 15 days annually.

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\* The Essential Trustee

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



## Skills and Experience

- Evident enthusiasm and commitment to championing practical sustainability
- Willingness and flexibility to devote the necessary time to the role
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- The ability to work effectively as a member of a team
- Integrity
- Ability to think strategically
- Good, independent judgment
- A willingness to speak their mind

## Specific Responsibilities

These are to:

- Ensure that CAT complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations
- Ensure CAT pursues its charitable objects as defined in its governing documents
- Ensure CAT applies its resources exclusively in pursuance of its objects
- Contribute actively to the Board's role in giving effective strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good reputation and values of the charity
- Ensure the effective and efficient management of the charity with and through its staff
- Seek to ensure the financial stability of the charity
- Protect and manage the assets, including land and property, of CAT and to ensure the proper investment of the charity's funds
- Support and guide CAT staff, acting through the Chief Executive and Senior Management Team lines of accountability
- Appoint the Chief Executive and monitor his/her performance
- Promote the Charity and act as its enthusiastic advocate.

All trustees are required to sign and abide by CAT's Code of Conduct for Trustees

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