

Closing date: Sunday 24 September 2017 at 23:59



# Board of Trustees Application Pack



# Contents

About the British Youth Council	3
Our governance	5
Recruitment Timetable	7
Role Description: Trustee	8
How to apply	9



# About the British Youth Council

The British Youth Council is the national youth council of the United Kingdom. A youth-led charity, we empower young people aged 25 and under to influence and inform the decisions that affect their lives. We support young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

We are young people - and our charity aims to help other young people, whatever their background or barriers they face, to make the world a better place for us all.

## **Our vision**

A world where young people are respected and able to influence and inform decisions that affect their lives or on which they have strong opinions.

## **Our mission**

- To be, as the national youth council of the United Kingdom, committed to ensuring that those aged 25 and under are represented and participate fully and actively as citizens.
- To inspire people about the positive contribution that young people can make to their communities our nation and the world.
- To empower young people with skills, knowledge and confidence to advance their rights and views to take part in decision-making.
- To campaign with our members and those who share our values, for a better world that gives young people the recognition they deserve.

## **Our values**

Participation: We value meaningful participation of young people, enabling and empowering them to bring about a better world for all.

Inclusion: We value the inclusion of all, by working with young people from all backgrounds, cultures and ages to ensure a rich mix.

Equality: We value all young people equally, promoting their rights equally in the UK around the world.

Youth Leadership: We value and nurture youth leadership, creating tomorrow's leaders today for a better future.

Recognition: We value recognition of young people's achievements, publicly valuing them as part of our society.



## **What we do:**

### **Serving our membership**

The British Youth Council is made up of more than 200 member organisations who support our common vision for young people. Members elect our board, determine our policies and prioritise our campaigns. They also act as the link between the British Youth Council and millions of individuals within the membership of our members. [www.byc.org.uk/members](http://www.byc.org.uk/members)

### **Youth-led networks**

The British Youth Council runs a number of youth-led networks and programmes - including the UK Youth Parliament, Young Mayor Network, Local Youth Council Network, League of Young Voters, NHS Youth Forum, National Scrutiny Group and Youth Select Committee - which encourage young people to get involved in democracy and campaign to bring about change. [www.byc.org.uk/programmes](http://www.byc.org.uk/programmes)

### **Campaigning and consulting**

The British Youth Council seeks to represent the views of young people and our members to stakeholders and decision makers at a local, national and international level. This work is based on the rolling our manifesto, which outlines our beliefs and aspirations. [www.byc.org.uk/campaigns](http://www.byc.org.uk/campaigns)

### **Training and recognition**

Our training programmes empower young people with the skills, knowledge and confidence to bring about change. We also recognise young people who have made a significant contribution to their community through our high-profile award schemes. [www.byc.org.uk/training](http://www.byc.org.uk/training)

### **International**

Through our international youth participation young people learn about global issues and connect and share with other young people around the world. They are able to take part in discussions and influence decisions made at an international level. [www.byc.org.uk/international](http://www.byc.org.uk/international)

## Our governance

We live by our value of youth leadership, and this can be seen at the heart of decision making within our charity. As the national youth council of the UK, it is young people, through our Annual Council Meeting, who elect the majority of the members of the Board of Trustees and decide upon the positions that British Youth Council will take on issues that matter to young people. Our membership ranges from national youth charities like Girlguiding, St John Ambulance, and the National Federation of Young Farmers' Clubs, through to local youth councils.

### **About the British Youth Council Board of Trustees**

Our Board are all young people, aged 16-25, who are passionate about giving young people a voice. They are responsible for the strategy and good governance of the charity, working in partnership with the Chief Executive. We are currently undergoing a governance review which will ensure that young people are set up to succeed in their roles on the Board and that our governance is in line with best practice.

There are 13 Members of our Board: 11 are Ordinary Trustees and two are Officer positions, these are Chair and Treasurer. Ordinary Trustees serve a three year term and Officers serve a two year term. Six Trustees are elected by our members, and five are appointed by the Board. Both the Chair and the Treasurer also serve as Trustees whilst on the Board.

### **There are two Vacancies to fill:**

Ordinary Trustees x 2 on a three year term (appointed)

The Board meets six times a year and along with the other duties, whilst voluntary; represent a big time commitment and hard work.

### **Dates for Board Meetings 17/18 (these dates are subject to confirmation at the induction):**

- 13<sup>th</sup> -15<sup>th</sup> October 2017 (Board induction)
- Saturday 9<sup>th</sup> December 2017
- 16<sup>th</sup> -18<sup>th</sup> February 2018
- Saturday 21<sup>st</sup> April 2018
- Saturday 7<sup>th</sup> July 2018
- Friday 31<sup>st</sup> August 2018 – Saturday 1<sup>st</sup> September 2018 (evening)

In addition to the Board, there are three governance committees. Trustees will be asked to consider joining one of these. The Finance Committee meets four times a year. The People Committee and the Risk Committee meet up to three times a year.

## Responsibilities of Trustees

The Board of Trustees are legally responsible for the charity – this is a significant responsibility and one that should not be taken lightly. They have responsibility for ensuring it is well run, is financially secure, and doing the work it is meant to be doing. There are specific legal and other duties. It is recommended you look at the Charity Commission ‘Hallmarks of an effective trustee’ guidance, which can be found at: <http://www.charity-commission.gov.uk/Publications/cc3.aspx>.

As a charity and a company we have two legal documents that govern how we run. These are called the “Memorandum and Articles of Association”. We also have a Rulebook which governs how things work within the British Youth Council. Copies of the legal documents, Rulebook, and minutes of previous board meetings can be found here: <http://www.byc.org.uk/aboutus/our-governance>. You can also view our profile on the Charity Commission website. If you want to find out more about our current board of trustees visit: <http://www.byc.org.uk/aboutus/meet-us/our-board>.

Trustees are volunteers, they are not paid. Reasonable expenses can however be paid (e.g. to reimburse travel costs). Remuneration is available for the Chair in connection with the duties carried out, over and above that of a trustee.

As well as the legal duties and those detailed in the Charity Commission guidance, the British Youth Council defines the responsibilities of the Board in its rule book and these can be summarised as follows:

- to set the vision, values and objectives of the organisation
- to develop the strategic direction of the organisation, sometimes using subcommittee to do this work.
- to act on behalf of the British Youth Council as a decision making body on some policy matters as set in Council Meetings
- to appoint from its members and from member organisations, representatives as necessary
- to represent the Council to other bodies, and allocate representation opportunities to the most appropriate committees
- to be responsible for all financial and legal aspects of the organisation, including buildings property and assets of the British Youth Council
- to promote the British Youth Council to external organisations, and review and develop partnerships
- to be responsible for the appraisal of their own work

As a Trustee, you would be acting collectively as part of the Board of Trustees. Together, the Board is responsible for all of the points above.

**NB: Young people who are members of following British Youth Council programmes are only eligible to stand for British Youth Council Board roles if they subsequently stand down, if elected, from being: Members of Youth Parliament, member of UKYP**



**Procedures Group group, member of Youth Select Committee, Member of NHS Youth Forum. This is because of potential conflict of interest.**

### **Our commitment to you**

Every year we have a full two day induction after the Annual Council Meeting. All trustees must attend this induction. The induction provides new trustees with information about the British Youth Council, and about the role of a Trustee; refreshes the knowledge of those who may have served on another Board.

## **Recruitment Timetable**

<b><i>Sunday 24<sup>th</sup> September 2017</i></b>	<i>Deadline for applications</i>
<b><i>27-30 September 2017</i></b>	<i>Interviews</i>
<b><i>By Wednesday 4 October 2017</i></b>	<i>Applicants notified if selected</i>

## Role Description: Trustee

Questions on the application forms are framed to determine if you meet these criteria. You must provide sufficient information or evidence. Sometimes candidates do not provide sufficient information at this stage **SO PLEASE READ THE CRITERIA CAREFULLY.**

### Role Responsibilities

Trustees are expected to:

- set the vision, mission, values and objectives of the charity;
- develop the strategic direction of the charity; establish and monitor policies necessary for the proper governance of the charity's activities;
- ensure that British Youth Council operates in accordance with its governing documents, and is accountable to its regulators, funders, members and beneficiaries;
- maintain oversight of the management of the charity's financial and other resources;
- support the Chief Executive;
- maintain oversight of risks faced by the charity;
- have regard for how the charity contributes to public benefit;
- act on behalf of British Youth Council as a decision making body in line with the policy and mandates set in Council Meetings;
- appoint from its members and from member organisations, representatives to other committees and external organisations;
- ensure suitable representation of the Council to other bodies;
- promote the British Youth Council to external organisations, acting as spokespeople as necessary, and to review and develop partnerships with other organisations;
- to admit organisations into membership
- to regularly appraise their own work, delegating responsibility to committees where necessary.

### **Knowledge, experience and skills**

We want to make sure the Board of Trustees has members with a range of knowledge and skills. We don't expect everyone to have knowledge of every area but between us we need to be able to cover the areas below.

We're looking for someone who can demonstrate knowledge and skills in some of the following areas:

- finance and fundraising
- human resources
- legal matters.

### **Other requirements**

There are just a few more requirements. We need someone who:

- will be aged 16-25 on 1 October 2017



- is allowed by law (both company law and charity law) to be a trustee. This means that you must not be disqualified from being a trustee or director. The following are disqualified:
  - anyone who has an unspent conviction for an offence involving deception or dishonesty;
  - anyone who is an undischarged bankrupt;
  - anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
  - anyone under a disqualification order under the Company Directors Disqualification Act 1986.
- is willing to go through the enhanced criminal record/vetting and barring check
- is not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000 or Protection of Vulnerable Adults List.

## How to apply

The closing date for applications is Sunday 24 September at 23:59. Please complete the [application form](#), including equal opportunities monitoring information.

Shortlisted candidates may be invited to attend Skype/telephone interviews on 27-30 September 2017; applicants will need to attend the interview in order to be appointed.

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.

If you have any questions please email us on [bycsearchgroup@gmail.com](mailto:bycsearchgroup@gmail.com).