



Chair of Trustees Application Pack



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Welcome Letter from the Chair

Dear Applicant,

“Let your light shine. Shine within you so that it can shine on someone else. Let your light shine.”
Oprah Winfrey

Three years ago I started my journey, just as you are, by considering applying for the British Youth Council Board of Trustees. In absolute honesty, it has been one of the most incredible experiences I have had so far.

The past few years during my time on the Board, we have been thrown a number of challenges internally and also externally (Brexit, elections - need I say more?!). Throughout, the Board has guided and steered the charity onto the right path and we have made decisions (some difficult) on how to ensure the charity becomes the best possible version of itself.



Now we, as a charity, are in a fantastic position to represent the views of young people on a local, national and international level with the best quality and substance youth voice has to offer. This year we are celebrating 70 years since we were founded and we have a number of exciting events and plans to look at our previous successes, and importantly to the future and the role of youth voice within it. Over the next three years we have set out an ambitious strategy, *Our Vision, Our Future*, to work on our Impact, Voice and Sustainability to ensure we are truly empowering all that we work with. As a trustee you will be a guardian for the work that we do and you will work with the team and our partners to ensure this is happening to the best possible standard.

What is missing? ... You!

Each year we recruit young people to join us on this adventure and this year we are looking for four trustees and one Chair. We are on the hunt for passionate citizens, people with a flair for questioning, and applicants who have a hunger for learning. We especially want to hear from you if you are from minority backgrounds, if you have experience in finances or law, if you are from a British Youth Council programme, or if you have worked in a charity.

It is essential that young people's voices are heard. We want to live and breathe this sentiment so that's why it's so important to us that we are at the heart of our organisation. What better way than to have our Board entirely made up from inspiring, brilliant and thoughtful young people.

If you have any questions, thoughts or queries please do get in touch as we would love to hear from you and support you through this process as much as possible.

Good luck in your application, I can't wait to see it!

Anna Rose Barker
Chair 2016-18

About the British Youth Council

The British Youth Council is the National Youth Council of the UK. 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 in which every young person is empowered to create social and political change.

Our mission

As the national youth council of the UK, the British Youth Council brings young people together to find their voice and use it to improve the lives of young people. We work with others to amplify young people's voices to create an environment in which young people views are valued, sought and acted upon.

Our values

Youth led – young people are agents of change and will always be at the forefront of our work. As a youth-led charity, young people are our leadership through our governance structures. They lead and shape our work, and we support them to define their own action for change. We champion youth leadership across all sections of society, evidencing the benefits of engaging young people in decision making and delivery and supporting that to happen.

Collaborative – we actively seek to collaborate with others to make positive change happen. We seek to work with relevant partners to add value to our campaigns and activity, and to be more creative in our approach to making change happen with and for young people. And we recognise the skills, knowledge and experience of young people, volunteers, staff and partners, and strive to achieve more by maximising the opportunities that collaboration provides.

Inclusive – we respect and value diversity and act in a way that includes all. We ensure that all our activities are inclusive, recognising the needs of young people across different communities, and bring young people and partners together to learn from each other.

Serving our membership

The British Youth Council is made up of almost 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 our member organisations. 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, NHS Youth Forum, and Youth Select Committee - which encourage young people to get involved in democracy and campaign to bring about change. 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 our manifesto, which outlines our beliefs and aspirations. 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

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



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.

Some of the British Youth Council Board of Trustees:

Anna Barker – Chair

Anna has previously been a Member of UK Youth Parliament, Chair of Dorset Youth Council, Leader of AIESEC (the largest youth-led organisation in the world) and National Programmes Executive at The Prince's Trust helping disadvantaged young people back into education, training or volunteering. Most recently Anna has been living in Zimbabwe working with young people and the local community, and on her return she has started working for a leading Education Technology company called Unifrog. She has been Chair of the British Youth Council since September 2016 and will be stepping down this year.



Abby Ashmead – Trustee

Abby was appointed to the Board of Trustees in October 2017. She graduated from the University of Birmingham in July 2016 and currently works as an Executive Consultant at Harris Hill Charity Specialists, providing advisory, recruitment, and management solutions to Chief Executives and Board members in the Charity Sector. She has a longstanding commitment to young people and youth engagement having been extensively involved with young carers' organisations from a very early age and having also previously worked as a community facilitator on the National Citizen Service powered by The Challenge. Outside of her work with the British Youth Council, Abby is also a delegate on the Patchwork Foundation, which seeks to promote,

encourage and support the active participation of young adults from under-represented and minority communities in British democracy and civil society. Abby is also particularly interested in Mental Health, Women's Rights and Global Human rights.

Lewis Addlington Lee – Vice Chair

Lewis originally comes from a village near Clacton-On-Sea in Essex. Having graduated from the University of Birmingham in July 2017, he is now working in a political role at the Local Government Association. Before joining the Trustee Board and becoming Deputy Chair, Lewis was the lead delegate to the British Youth Council for the Scouts. In this role he wrote and presented motions on issues such as outlawing LGBTQ Reparative Therapies and the legal recognition of non-binary gender identities, as well as working on BYC governance with other National Members. Outside of BYC, Lewis is part of a team that leads on social action for the Scouts with their 'A Million Hands' project and is passionate about mental health and issues facing the LGBTQ Community.



Mariam Inayat Waseem – Trustee

Mariam joined Oldham Youth Council in 2011 and soon after was elected a member of UK Youth Parliament. Her experience in youth voice locally, regionally and nationally, lead to her participation in a variety of international conferences. Mariam has now represented the UK at 13 conferences in eight different countries. She has been invited to represent young people's views on various issues at European Parliament (EYE 2014 and 2016) and the Council of Europe (29th & 30th Session of Congress). Some of the issues she is passionate about include youth participation, holocaust education, human rights education, promoting the UNCRC, women's rights and minority rights. In March 2016, she worked with the

Council of Europe on a toolkit to foster inter-religious dialogue in local communities across Europe. She represented the views of young Muslims by speaking on the Governments Prevent agenda and radicalisation at a local level. Currently, Mariam is at Newcastle University studying Government and European Union Studies with Spanish.



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.

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.

In 2018/19, we are recruiting:

- Ordinary Trustees x 2 on a three-year term (appointed)
- Ordinary Trustees x 2 on a three-year term (elected)
- Chair on a two-year term (elected)

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

The Board meets formally four times a year and along with the other duties, whilst voluntary; represents a sizable time commitment and hard work.

Our commitment to you

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

Dates for Board Meetings (these dates are subject to confirmation at the induction):

- 19-21 October 2018;
- 16 February 2019;
- 11 May 2019;
- 20 July 2019;
- 25-27 October 2019;
- 15 February 2020.

Board Subcommittees

In addition to the Board, there are three governance committees, who meet quarterly on average. The subcommittees are small groups of trustees, who focus on particular areas of the charity in line with strategic developments and make recommendations on these areas to the board for decision. Trustees will be encouraged to join a subcommittee, best suited to their skills on appointment.

People Committee

This committee has oversight of the People aspects of the charity, covering HR strategy, Trustee Recruitment and Chief Executive Appraisal.

Finance Committee

This committee develops and delivers the financial strategy of the charity, including the Budget, financial controls and Fundraising strategy.

Risk Committee

This committee ensures the charity is managing its risks appropriately, including Safeguarding, Whistleblowing and wider strategic risks.

Responsibilities of Trustees

The Board of Trustees is legally responsible for the charity – this is a significant responsibility and one that should not be taken lightly. Trustees have responsibility for ensuring the charity is well run, 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 and Rulebook 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 reimbursed (e.g. to cover 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.

*Your supporting statement should show how 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 Description: Chair

The Chair provides leadership and direction to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the charity. Working with Trustees and the Senior Management Team to deliver and further develop the organisation's strategy. Working in partnership with the Chief Executive, they will ensure Trustee's decisions are acted upon and the Charity is managed in an effective manner, in accordance with the Memorandum and Articles, along with legal and regulatory guidelines.

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 the 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.

In addition, the Chair shall have the following responsibilities:

- to oversee planning and preparation of Board meetings, the induction of Board members, and the Annual Council Meeting, working with others as appropriate;
- to chair meetings of the Board, ensuring effective decision making;
- to lead the board in all their statutory duties and in the development and achievement of the British Youth Council's strategy;
- to act as line manager to the Chief Executive;
- to maintain positive working relationships with all Board members, the Chief Executive, and where appropriate, with external organisations and the charity's staff, and members;
- to seek external advice on behalf of the Board where necessary and appropriate;
- to promote the charity through formal and informal networks;

- to lead the Board in its accountability to members, supporters, regulators, beneficiaries and funders for the performance of the charity;
- to lead the annual review of the Board's performance and take steps to improve its performance;
- other responsibilities as necessary.

Other requirements

There are just a few more requirements. We are seeking candidates who:

- will be aged 16-25 on 1 October 2018
- 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:
 - individuals who have an unspent conviction for offences of dishonesty or deception (the same goes for attempting, aiding or abetting these offences);
 - Individuals who are currently declared bankrupt or subject to bankruptcy restrictions or an interim order;
 - Individuals who are subject to a debt relief order, a debt relief restrictions order or interim order;
 - Individuals who have been disqualified from being a company director;
 - Individuals with unspent convictions for terrorism related offences, money laundering or bribery;
 - Individual who have violated certain Commission orders relating to finances or property;
 - Individuals who have committed misconduct in public office, perjury or perverted the course of justice;
 - Individuals who have disobeyed an order or direction of the Commission on application to the High Court;
 - Individuals who have committed civil contempt of court relating to false statements;
 - Individuals who are a designated person for reasons linked to terrorist activity by the Treasury;
 - Individuals who are subject to notification requirements under the sexual Offences Act 2013.
- is willing to go through the enhanced Disclosure 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 Saturday 7th July 2018 at 23:59. Please submit a covering letter (no more than two sides of A4) and CV, along with the diversity monitoring information. We would also welcome a video application if you feel this would better suit your strengths.

Please send these to jobs@byc.org.uk with the subject titled: "Trustee Recruitment Application".

Recruitment Timetable for Trustees (Both Elected and Appointed)

Midnight, Saturday 7th July	<i>Deadline for Applications</i>
W/c 9th July	<i>Candidates informed whether they've proceeded to interview</i>
21st July	<i>Interviews</i>
By Friday 27th July	<i>Candidates informed whether they'll proceed to the next stage</i>
Thursday 2nd August	<i>Manifestos for Annual Council Meeting need to be submitted. (More information will be released regarding this once interviews are completed)</i>
September 1st September	<i>Candidates attend Annual Council Meeting for the hustings and election</i>

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

If you have any questions please email us on jobs@byc.org.uk.

By submitting an application you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personal record and for sensitive data to be used for the purpose of equal opportunities monitoring.