



# Treasurer Application Pack



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## Welcome Letter from the Chair

Dear Applicant,

Two 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 rewarding and interesting experiences I have had so far.

Even over the past two years on the Board, we have been thrown a number of challenges internally and also externally (Brexit, a new strategy, 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're delivering some exciting new programmes, collaborating with new organisations and making sure we give young people clear routes to power. 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 people to join us on this adventure, and now we're looking to add to the formidable group of young trustees who make up our board. We are on the hunt for someone who can help us continue to strengthen our financial governance, working with the Board and staff team to ensure that the British Youth Council is financially sustainable and well positioned to deliver amazing things with and for young people.

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!

Amanda Chetwynd-Cowieson  
Chair 2018-20

# 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](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, 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](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 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.

### Some of the British Youth Council Board of Trustees:

#### Amanda Chetwynd-Cowiseon - Chair



Amanda joined the Board in 2017 after having previously chaired the trustee board of Falmouth and Exeter Students' Union, where she was also the elected SU President. Amanda is a Falmouth University alumni, achieving a BA in Photography in 2015 and spending a significant amount of time running the University fundraising society. After two years as President of the Students' Union in Cornwall, Amanda went on to found and run a campaign aiming to put young people's voices at the forefront of the Brexit negotiations, as well as sitting on the trustee board for the National Union of Students. Amanda is particularly interested in work campaigning to end child poverty in rural areas and helping young people engage with politics in new ways.

#### Abby Ashmead – Trustee

Abby was appointed to the Board of Trustees in October 2017 having graduated from the University of Birmingham in July 2016 in Politics and Philosophy. 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 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.



### Kyle Parks - Trustee



Kyle was appointed as a Trustee in October 2018. Originally from Northern Ireland he joined the Foreign and Commonwealth Office after graduating from Queen's University Belfast. He previously served as Honorary Secretary of the Northern Ireland Youth Forum and on the Steering Committee of the Open Government Network NI. He is a former UK Young Ambassador with the British Youth Council. Kyle is an alum of the Washington Ireland Program for Leadership and Service and is interested in leadership, education and social mobility. His previous work experience includes, a hedge fund in New York, a social enterprise in Belfast, a think tank in London and in public affairs in Washington DC. In his spare time Kyle enjoys travelling but can usually be found with a pot of tea and a book.

### Larissa Kennedy – Trustee

Larissa Kennedy, was elected to the Trustee Board in 2017. She is passionate about intersectional feminism and anti-racist activism. Barclays featured Larissa at Number 63 on the 2017 edition of their 'Future 100' List of the most influential women at UK universities. Her experience in governance, strategy development and advocacy largely comes from the international development sector: she is the UK's Representative to the Global Secretariat at Youth For Change, a Plan International supported project that works on gender-based violence. Larissa is also an active member of Girlguiding, working on membership growth and retention, campaigns and ambassadorial endeavours on behalf of its London & South East region. Larissa is finishing her role as elected Education Officer at Warwick Student Union.



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 up to 13 Members of our Board: 11 are Ordinary Trustees and two Officers, these are Chair and Treasurer. Ordinary Trustees serve a three-year term and Officers serve a two-year term. At least six Trustees are elected by our members, and up to five are appointed by the Board. Both the Chair and the Treasurer also serve as Trustees whilst on the Board.

*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.

The Treasurer is also signed up for membership to the Honorary Treasurer's Forum. This gives a source of advice and inspiration outside of the British Youth Council, and a route to keep up to date on all things charity finance.

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

- 25-27 October 2019;
- 16 Jan 2020;
- 13 March 2020;
- 6 June 2020;
- 22-24 October 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. The Treasurer is the chair of the Finance Committee.

#### 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.

## Role Description: Treasurer

The Treasurer provides financial leadership within the Board, working with Trustees and the Senior Management Team to deliver and further develop the charity's financial and fundraising strategies. Working in partnership with the Chief Executive, they will ensure Trustee's financial decisions are acted upon and the Charity's finances are managed in an effective manner, in accordance with statutory requirements.

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 Treasurer shall have the following responsibilities:

- to chair the Finance Committee;
- to support the Chief Executive, and other staff where appropriate, with the financial aspects of their role;
- to communicate financial information to the Board and assist them in understanding this;
- to regularly report the financial position at Board meetings, including the balance sheet, management accounts, cash flow, and fundraising performance;
- to oversee the production of the annual budget and propose its adoption at a meeting of the Board;
- to support the board in ensuring proper records are kept and that effective financial procedures and controls are in place;
- to advise on the financial aspects of plans, proposals and feasibility studies;
- to lead on appointing and liaising with the auditors;
- to propose the approval of the audited accounts to a Council Meeting;
- other responsibilities as necessary.

## **Diversity and Inclusion**

Being inclusive is a fundamental value of the British Youth Council. We welcome applications from all eligible young people, and are particularly keen to receive applications from young people who:

- female or non-binary;
- identify as black, Asian or from a minority ethnic community;
- live outside London and the South East;
- identify as having a disability or life limiting condition.

## **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 all the skills. As well as recruiting for skill and experience we are also recruiting for potential.

For the role of Treasurer, candidates must have demonstrable financial management or accountancy experience. This may be through work, studying or volunteering.

## **Other requirements**

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

- will be aged 16-25 on 1 October 2019.
- are 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 Monday 8 July 2019 at 09:00. Please submit a completed application form, along with the diversity monitoring information. We would also welcome a video application if you feel this would better suit your strengths, answering the questions outlined on the form.

Please send these to [jobs@byc.org.uk](mailto:jobs@byc.org.uk) with the subject titled: "Trustee Recruitment Application".

### Recruitment Timetable for Trustees

<b>09:00 Monday 8 July 2019</b>	<i>Deadline for Applications</i>
<b>By 19 July 2019</b>	<i>Candidates informed whether they've proceeded to interview</i>
<b>Week commencing 22 July 2019</b>	<i>Interviews will take place by phone or Skype</i>
<b>By 2 August 2019</b>	<i>Candidates informed whether they'll proceed to ACM</i>
<b>12 August 2019</b>	<i>Candidate statements for election need to be submitted. (More information will be released regarding this once interviews are completed)</i>
<b>14 September 2019 (TBC)</b>	<i>Annual Council Meeting</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](mailto: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 if you are successful, and for sensitive data to be anonymised and used for the purpose of equal opportunities monitoring.