

YMCA SUTTON COLDFIELD

www.ymcasc.org.uk

YMCA

Here for young people
Here for communities
Here for you

We need you!

Becoming a Trustee Candidate Pack 2024

YMCA Sutton Coldfield

If you require a different format, please email hr@ymcasc.org.uk

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Welcome to YMCA Sutton Coldfield

YMCA Sutton Coldfield is affiliated to YMCA England, but we are an independently constituted voluntary organisation and registered charity. We are responsible for generating our own income and raising our own funds with which to operate.

YMCA History

YMCA was founded in 1844 by Sir George Williams, a worker in the drapery trade in London. Concerned about the welfare of his fellow workers, he organised a prayer and bible study group with 11 friends. This Young Men's Christian Association (YMCA) soon grew and attracted men from across London seeking to escape the challenges of life in the streets of London.

Today, YMCA supports more than 58 million people in 119 countries worldwide regardless of religion or gender.

The well-known name remains, but the work of the YMCA has dramatically changed since its inception. YMCA has adapted to meet the changing needs of young people all over the world.

YMCA through the ages:

- In 1981, Basketball was invented by the American YMCA
- Volleyball was invented by the YMCA a few years later in 1985
- In 1908, the 1st Scout groups met in Nottingham and Birkenhead YMCA buildings
- During the First World War (1914-18), the Poppy was introduced by an American YMCA worker as a remembrance to those killed in the war

YMCA Heritage

- The best fitness instructor's qualification is a YMCA qualification
- Youth work was started in a YMCA
- Life-coaching was started in a YMCA
- The original Father's Day was invented by the YMCA

YMCA Sutton Coldfield

Established in 1900, Sutton Coldfield Young Men's Christian Association (YMCA) has provided support and services to the local, North Birmingham, community for over one hundred years. Since our inception, we have always been at the centre of our local community; and have built up a very strong reputation of excellence, inclusion and partnership.

Our service delivery began with the provision of a youth club in the local town hall in 1900. During the first world war we opened our doors to the troops based in Sutton Coldfield Park (Town Gate entrance) and provided them with tea, support and activities to keep them occupied during leisure time.

Today we operate from our headquarters George Williams House, which is set in its own grounds and from which we deliver a broad range of services. We are an inclusive organisation, supporting young people from all faiths, and from none; we provide services to young men and women and provide a number of dedicated services for disabled young people

Each year we have contact with more than 1000 young people and deliver a broad range of support and services which engage and develop our beneficiaries. Our work is a mixture of fee-paying services and free at the point of delivery provision and presently includes the following:

- Housing: affordable quality supported housing provision for young people, getting them ready for independent living
- K-Kats: youth club provision for young disabled people
- Short breaks: school holiday provision for disabled children and young people
- Stepping Up Project: building independence and confidence to be independent in young disabled people
- Young Carers Project: range of support and respite activities for young carers (ages 8 - 13) and their families
- Young Carers Teens Project: range of school support and after school activities (ages 14-18)
- Young Adult Carers: range of support and advice for young adult carers (ages 18 – 25) and their families
- Upbeat Young Adult Carers: range of support and advice for Young Adult Carers aged 18-25 and their families
- Youth Work: Youth clubs, sports sessions and a range of support for all Young People aged 10-17 and their families
- Why Teens: A podcast created by Teens for Teens – available on all major streaming services
- Volunteering: providing in-house and external opportunities for young people to begin their pathway to economic participation through volunteer placements
- Work Experience: Year 12 work experience and University placement opportunities

Our support and services are delivered by managers, lead workers, staff and volunteers. The organisation is overseen by a Board of Trustees who meet quarterly. Themed steering groups (of which there are presently finance, business, fundraising, programmes) meet bi-monthly to shape and influence the strategic plans of the organisation and input into key decisions.

Stories and impact



Adam, Young Carer

“It was scary when Mum got ill, I didn’t know what to do”



Hannah, Young Adult Carer

Before Hannah got help from YMCA Sutton Coldfield, her caring responsibilities were affecting her self-esteem, college work and social life.



Gary, Stepping Up Member

Gary has a learning disability and since ending his formal education, had begun to feel isolated and lonely. Read how the YMCA helped his social skills to flourish and to find a life-long friend.



Kieran, Resident

“I was in a bad place when I first came to the YMCA...they’ve really helped me get back on my feet”



Jenny, Youth Club Member

With one parent in prison and another family member involved in criminal activity, the YMCA was the safe place that Jenny needed to focus on her own future.



Rosa, Resident

“My mum didn’t give me any love and affection and I thought it was my fault, that I wasn’t good enough for anybody to care about me.”

A Message from the Chair

YMCA Sutton Coldfield is a locally governed charity, whose focus is to improve the lives of those who live in North Birmingham and provide opportunities for everyone to achieve their full potential. We have a selected team of Trustees, who set our strategic direction in accordance with local community need and ensure our financial sustainability and positive impact on those we serve. YMCA Sutton Coldfield is seeking new Trustees to join us in bringing energy, enthusiasm, wise governance and strategic guidance to maximise our reach and impact on people's lives and communities. We are passionate about the causes we support; we are an ambitious team, and we operate within an equitable, open and engaging culture. We are looking for people who have passion and ambition to make a difference through giving of their time, knowledge and experience. We are particularly interested in hearing from people with experience in finance to fulfil the role of **Treasurer** as well as other areas of expertise to become general board members. I hope this inspires you to read on. We look forward to hearing from you.

David Daly

Chair, YMCA Sutton Coldfield



Our Commitment to Embracing Difference and Diversity

YMCA Sutton Coldfield is committed to creating a truly equal and inclusive environment. The people we support are diverse individuals and so are we. We aim to recruit and retain great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes us stronger. We are committed to ensuring a welcome for all, and we will do all we can to ensure an inclusive environment where everyone can fulfil their potential and achieve great things, regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, marital status, pregnancy and maternity, national origin, disability or age. We do not tolerate discrimination of any kind. We challenge all forms of discrimination and social injustice, and we work with others to educate and enlighten.

Our Mission and Values

Our mission is simple; we strive to inspire children and young people from disadvantaged backgrounds to realise their potential.

We offer support where there is none. We listen and encourage when others can't. We house young people with nowhere else to go. We provide holidays and residential trips that would otherwise be impossible. We prevent loneliness for people that feel isolated.

We actively listen to the community, and we set up projects where there is a local need. We are an inclusive organisation, and we tailor our approach to individual family circumstances.

Inspired by our Christian values, we ensure that young people, children and their families within the local community are at the heart of everything we do:

- Inspiration: We believe that all children and young people can be an inspiration and be inspired, no matter what their circumstances.
- Inclusiveness: We believe that all children and young people have equal worth and equal rights, and that everyone is entitled to belong and participate
- Excellence: We believe that all children and young people deserve the best and we strive to reflect that in everything that we do.

YMCA Sutton Coldfield Strategic Vision

- ❖ We will deliver high quality services to ensure positive impact on people's lives
- ❖ We will be a sustainable charity, with a long-term horizon
- ❖ We will be an organisation that places high importance on wellbeing
- ❖ We will provide opportunities for individuals to improve their physical, mental and spiritual wellbeing
- ❖ We will be an intelligent, efficient organisation that responds to customer need, and we will explain and communicate our impact well
- ❖ We will be a respected charity that understands, and is at one with the communities it serves
- ❖ We will deliver services that match local and social need

Introduction to the Trustee Role

Becoming a member of the Board of Trustees, you become both the trustee of a registered charity and director of a company limited by guarantee. With your colleagues on the Board, you will be responsible for ensuring the affairs of the charity are conducted legally and properly. Support and guidance will be given to help you learn and exercise your role.

YMCA Sutton Coldfield has an ambitious vision for the future, which centres around the following key work streams:

- Supported housing
- Youth Development
- Young Carers
- Tackling Inequalities

We value diversity in our organisation and recognise the continuing challenge to maintain diversity at the Board, for example in terms of gender, age, ethnicity and perspective. Our goal is for the Board to become more closely representative of our beneficiaries and local communities in all these aspects.

Our Current Requirements

We are committed to ensuring the Board makes decisions with full knowledge, empathy and understanding of the needs of our beneficiaries. A lived experience of the social issues we work to address is seen as a bonus and, at this time, we would particularly welcome anyone who has a personal or lived experience of any of the services we provide.

Whilst we would welcome applications from anyone who feels they would make a good Trustee; we value kindness and those who are empathetic to the position of young people.

We are **passionate about diversity** and are looking to expand representation across our board, therefore we particularly welcome applications from

- young people
- people from underrepresented groups
- people with lived experience of the services we provide



Previous board/trustee experience is not necessary. Life experience, volunteering, community involvement and passion are as valued as work-based knowledge and skills. We are also particularly keen to bolster the Board's knowledge and skills in the following areas.

- Finance – all aspects of (essential for Treasurer role)
- Investments & Pensions
- Legal
- Human Resources
- Property Management
- Communications, marketing & media
- Homelessness – experience of working with, and/or knowledge and understanding of issues faced by people affected by homelessness
- Young Carers – experience of working with, and/or knowledge and understanding of challenges faced by young carers and their families

Specific roles we need to fill on the Board of Trustees are:

- Treasurer
- General board members



Further information can be found in the Charity Commission [Welcome leaflet](#) and [Essential Guide](#).

Gain Experience within a Friendly, Well-Connected Board

The Board is currently made up of nine trustees with a breadth of experience, knowledge and connections from which you will benefit and to which you will contribute. Profiles of current Trustees can be found on our [website](#).



The Board is responsible for ensuring effective governance, setting and monitoring the Charity's strategic direction and policies, and ensuring compliance with all relevant legislation and regulations (including the Charities Act 2011 and Companies Act 2006).

The Charity Commission [website](#) has more information on the duties of a Trustee. More information about standards of best practice for governance can be found on the Charity Governance Code [website](#).

Receive Training and Support

You will be supported by the Board and Senior Leadership team. You will be able to have regular reviews and an annual one to one with the Chair of Trustees, which is an opportunity for you to identify any learning needs or areas for development.



Learning and development -

One of the benefits of volunteering is being able to access learning and development opportunities relevant to the role.

Expenses - Agreed out-of-pocket expenses are paid in line with our travel and expenses policy.

Role Title: Trustee of YMCA Sutton Coldfield

Duties

- To ensure that YMCA Sutton Coldfield (the “Charity”) complies with its constitution, charity law and all other relevant legislation and regulations
 - To act at all times in the interests of the Charity’s beneficiaries
 - To work in the interests of the Charity, not for personal gain
 - To ensure that the Charity applies its resources solely and exclusively in pursuance of its objects
 - To support or participate actively in the work of the Board of Trustees whose role is to give clear strategic direction for the Charity, define overall policy, identify goals, set targets, and evaluate performance against agreed targets
 - To safeguard the good name and values of YMCA Sutton Coldfield
 - To ensure the effective and efficient administration of the Charity
 - To make sure that the Charity is properly insured against all reasonable liabilities
 - To ensure the financial stability of YMCA Sutton Coldfield
 - To ensure that the Charity accounts for its activities to its funders, the Charity Commissioners, Companies House, its members and the local community
 - To protect and manage the Charity’s property and ensure the proper investment of the Charity’s funds
 - To support the Board of Trustees in the appointment, support, supervision, and monitoring of the Chief Executive Officer (CEO)
 - To ensure that all staff and volunteers are appropriately appointed, trained, supported and supervised
 - To ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence
 - To represent and report back to the Board when serving on other bodies
-

Additional Duties

- Scrutinising Board documents and papers
- Participating in discussions and disseminating accurate information
- Focusing on key issues
- Providing advice and guidance (based on individual specific expertise) on new initiatives and other associated community activities

Trustee Specification

Trustees Must Have:

- Integrity
- A commitment to YMCA Sutton Coldfield's aims and aspirations
- An understanding and acceptance of the legal duties and responsibilities of trusteeship, as set out by the Charity Commission
- A willingness to devote the necessary time and effort to their duties as a trustee
- A strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to be an effective team member
- A willingness to undertake training

The Board of Trustees will require the following skills and experience from amongst its members:

- Target setting, monitoring and evaluation of performance and programmes in non-profit making organisations
- Financial management
- Equality, inclusion and community engagement
- Legal matters (charity, employment, company law etc)
- Fundraising
- Recruitment and personnel management
- Public relations
- Marketing
- Information and communications technology
- Training, education and learning
- Lived experience in a social issue we work to address

In order to ensure a balance of expertise on the Board, each Trustee is asked to complete a skills matrix and experience register sheet. This is in addition to signing a declaration of commitment and qualification for trusteeship.

Terms of Appointment

Remuneration

All roles are voluntary and unpaid. Expenses incurred in fulfilling your duties will be reimbursed. Agreed out-of-pocket expenses are paid in line with our travel and expenses policy.

Duration

All appointments are for an initial three-year term, renewable by agreement with the Board.

Commitment Requirements

- Quarterly Board meetings (4 per year) that are on weekdays and usually start at 6pm and finish at 8pm - meetings are held in person at George Williams House, B72 1LE and remotely using Microsoft Teams
- Commitment to our Board Sub-committee Focus Group approach, where individual Board members commit to becoming a member of sub-committee, currently finance & remuneration, fundraising and HR.
- Commitment to preparation for meetings by reading Board papers and keeping updated through the organisation's intranet site
- Prepare for and attend four Sub-committee meetings a year
- contact between Board meetings with members of the organisation's Leadership/Executive team

You may also be asked to:

- Attend YMCA Sutton Coldfield events and any extraordinary Board meetings that are arranged
- provide occasional advice and support to managers, Leadership and Executive Teams

Safeguarding

YMCA Sutton Coldfield requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to respond proactively to safeguarding concerns. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Asylum and Immigration Act 1996

Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy YMCA Sutton Coldfield that the Asylum and Immigration Act 1996 is being complied with.

General Data Protection Regulation:

Please note that it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are kept in secure conditions for a period of 6 months, after which they will be securely destroyed. If you are successful in your

application, in accordance with GDPR, we will keep your personal data whilst you are fulfilling a Trustee or Committee Member role with us, and for 6 years after you have left.

How to Apply

If you have any enquiries or would like an informal chat about the role of trustee, please email: hr@ymcasc.org.uk

When you are ready, please complete the application form on the following pages and return to:

FAO: Chair of Board of Trustees
YMCA Sutton Coldfield
George Williams House
Watson Close
Sutton Coldfield
B72 1LE

Or via email to hr@ymcasc.org.uk including the following in the subject header 'Trustee Application'

Application Form

| |
|---|
| Your Name |
| Your Address & Postcode |
| Email Address |
| Telephone Number(s) |
| Current or most recent employer and position |
| Please use this box to tell us about yourself and what you might bring to the YMCA. You may want to include notes on any current committee or other voluntary responsibilities. We're happy for you to use a separate sheet or attach a CV if you prefer. |
| What would you expect to gain personally from your involvement as a trustee? |
| Please explain how you meet our core criteria (time, teamwork, competence with governance matters, connection to Sutton Coldfield). |
| Do you, your family or your employer have any personal or other connections with the YMCA in Sutton Coldfield or elsewhere? |

References

Prior to confirming a place on the Board, we would like to obtain two satisfactory references.

Referee 1 – Preferably your current employer, or your most recent employer if you are not currently employed. We would prefer to write to them at the company address – not a home address. Referee 2 – If Referee 1 does not cover a full three-year employment history,

Referee 2 should be your previous employer. Otherwise, Referee 2 can be someone who knows you well and will be able to comment on how suitable you will be for this post. This could be, for example a teacher, tutor or lecturer or a person in a leadership position within your community or at your church, religious group, sports group etc.

| <u>Referee 1</u> | <u>Referee 2</u> |
|---|---|
| Name | Name |
| Position | Position |
| Company Name | Company Name |
| Company Address | Company Address |
| Post Code | Post Code |
| Telephone No. | Telephone No. |
| Email | Email |
| Is this person your current or most recent employer (if not, please explain why you are unable to use your current or most recent employer as a referee)? | How does this person know you? |
| Is this person related to you in any way, or to your spouse or partner? | Is this person related to you in any way, or to your spouse or partner? |

By completing and signing this form, you declare that you are NOT prevented from acting as a trustee because you:

- have an unspent conviction for one or more of the offences listed at <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-andcharity-senior-positions>
- have an IVA, debt relief order or bankruptcy order
- have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of any body in England, Scotland or Wales (under relevant legislation)
- have been disqualified by the Charity Commission
- are a disqualified company director
- are a designated person for the purposes of anti-terrorism legislation
- are on the sex offenders register
- have been found in contempt of court for making (or causing to be made) a false statement
- have been found guilty of disobedience to an order or direction of the Charity Commission

I declare that:

- I am over the age of 18.
- I am not prevented from acting as a trustee due to any of the reasons listed above.
- I am capable of managing my own affairs.
- I undertake to fulfil my responsibilities and duties as a trustee of YMCA Sutton Coldfield in good faith and in accordance with the law and within YMCA Sutton Coldfield’s vision and mission.
- I do not have any financial interests in conflict with those of YMCA Sutton Coldfield (either in person or through family or business connections) except those which I have formally notified in a Conflict of Interest Statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

I understand that all members of the Board are required to comply with appropriate checks by the Disclosure and Barring Service and that references are sought prior to any co-option to the Board.

I understand that personal information about trustees is disclosed to funders, regulatory bodies, and third parties providing financial and related services to YMCA Sutton Coldfield.

I have read and understood the information provided for prospective members of the Board, including the duties and requirements of the role. If selected, I will accept those responsibilities.

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|

YMCA SUTTON COLDFILED

For more information, please contact:

hr@ymcasc.org.uk

For more information about our work and team please visit our [website](#)



Here for young people
Here for communities
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.