

## **Recruitment to the Board of Trustees, PH Holt Foundation**

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The PH Holt Foundation, (incorporating the Holt Education Trust) is an independent grant-maker working to create a better future for the people of Merseyside. We provide grants to small and medium-sized charities that seek to change lives, whether through community activities, education, the arts, heritage or environmental programmes.

Due to the retirement of longstanding trustees, the PH Holt Foundation is looking to recruit three new trustees to its board and welcomes applications from individuals who share our values and commitment to making a positive difference in communities across Merseyside. We are particularly keen to strengthen our board's expertise and skill base with professionals from the private, public and charity worlds with experience in one or more of the following areas:

- Financial management and accountancy
- Governance and risk management
- Legal expertise in relation to the voluntary sector
- Investment management
- Marketing and digital communications
- Experience and knowledge from working in the field of education, the arts or community programmes

The role of trustee is a voluntary position and reasonable expenses are reimbursed for board related work. Board meetings are held four times a year in Liverpool during business hours. Trustees also participate in one or more of the delegated sub-committees which meet as required on Grants, Investments, Finance and Risk Management. Occasional visits to Merseyside charities funded by the Foundation are also part of the role.

## **Trustee Role Description, PH Holt Foundation**

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### **Trustee duties**

- Ensuring that the PH Holt Foundation pursues its stated objects, as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the Foundation complies with its governing document (i.e. its trust deed and memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the Foundation applies its resources exclusively in pursuance of its charitable objects for the benefit of the people of Merseyside
- Ensuring that the Foundation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the Foundation
- Ensuring the effective and efficient administration of the Foundation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the Foundation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of charity staff

In addition to statutory duties, each trustee should use their specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve

scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

**Person specification**

- A commitment to the aims and values of the Foundation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work collaboratively as a member of a team

If you would like to apply, please send a brief covering letter outlining why you would like to be a PH Holt Foundation Board Member and the skills you would bring to the role together with a current CV providing details of two referees who could be contacted following interview, to: Ian Bakewell, Chair at [chair@phholtfoundation.org.uk](mailto:chair@phholtfoundation.org.uk) no later than **9am on Friday 15<sup>th</sup> June 2018**.

Interviews will be held weeks commencing 2<sup>nd</sup> and 9<sup>th</sup> July 2018 for a start date in September 2018.