

**Trustee Application Pack**

**Welcome from the Chair**

Hi, thank you for your interest in becoming a Trustee of Evergreen Care. My name is Gordon Raggett and I am the Chair of Trustees. I want to share with you, not only information about the charity, but also the heart and values that drive us. As you read this information, hopefully you will be able to see if you could find your place serving with us. Do come back to me if there is anything you need clarified. There’s nothing quite like meeting face to face and having a chat over a coffee. So if you would like that, please get in touch and we will arrange a suitable time. I can show you round the Evergreen Offices and introduce you to some key people. My mobile is 07949973361.

If you are interested in applying for a trustee post then please send your CV to info@evergreencareuk.org.

**About Evergreen Care**

Evergreen Care UK is a registered Christian charity that seeks to serve older and vulnerable adults in our community by improving their circumstances through advocacy, friendship and practical support. The Evergreen Care UK vision was born out of our experience of working with older people, and seeing the desperate needs that are, sadly, very often not being met.

In 2013, Pete and Diane Kot believed there had to be a much better way to treat people as they grew older and become more vulnerable. They were sent a link to Evergreen Care Trust in Stamford, Lincs, and decided to contact the founder, Louise Marsh, and visit them at their offices. After meeting with Louise and witnessing the unique care and support they provided to their clients, they felt compelled to reflect this level of care here in the Bexley Borough.

We initially registered with the Charity Commission for England and Wales on the 15th November 2013 (reg no: 1154595) as Bexley Churches Care Trust, trading under the name Evergreen Care Bexley, The first service launched was Befriending, which matches volunteers with elderly people in need of company with the aim of creating lasting and mutually rewarding friendships.

In 2015 we introduced four new services. Our Home Support service provides paid for assistance with practical tasks such as shopping, cleaning, laundry and well-being calls. The Clean Team was a voluntary run service providing one-off “deep cleans” to help restore a client’s home to a sanitary condition. We have a limited gardening service and key safe fitting service. Our Trusted Trades and Professionals service is a database of tradesmen and professionals that we can refer people to based on recommendations and feedback. We also partnered with Careline 365 to provide an alarm and pendant Telecare Service. Due to our expansion, we changed our name in February 2021 to EvergreenCareUK.

With all our services, building relationships is the underlying theme along with encouraging independence where possible. This all starts from a place of valuing and honouring each client, and treating them with the dignity and respect they deserve.

Not surprisingly, the charity has grown quickly and now serves over 600+ elderly people across Bexley and now into Dartford. We employ over 60 staff and are greatly assisted by over 70 wonderful volunteers.

**Evergreen Core Values**

**Respect:** To value every human being with due regard for their feelings, wishes and rights. To treat others how we would have them treat ourselves.

**Justice:** To apply Christian principles and have a genuine concern for people, to seek justice and bring peace in our dealings with others

**Service:** To foster an ethos of care and service throughout the organisation and promote the Christian Care Values of love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control into the community

**Training:** To guide all members of Evergreen through training so they will be skilled, equipped and adopt the correct behaviour required for their chosen area of work

**Partnership:** To work with others for the good of our community and to lead the way in care standards and influence others.

**Quality:** To excel in excellence in all we do bringing confidence to our community in our service of care and support

**Generosity:** To incline on the side of generosity in our dealings with staff, volunteers, clients and the wider community. To value it is more blessed to give than to receive.

**Stewardship:** To oversee the work of Evergreen with sound governance and financial controls and use God’s blessing to serve our community

**Evergreen Employment and Volunteering Criteria**

The Trust has four criteria and you will need to be happy to work with these in order to find your place in the organisation.

1. That you have an honest and healthy regard for older and vulnerable adults

2. That you are happy and willing to work with Christian and Kingdom values which Jesus taught and are about relationships. He exampled servanthood, honour and respect of all others, generosity and giving, second chances, non-judgemental or discriminatory attitudes and a passion for justice, truth and peace-making.

3. That you are able to communicate effectively, and

4. That you are willing to commit to Induction training which is compulsory, learning about the role and if possible shadowing another trustee. Going forward there is an expectation that you will attend training and team meetings to develop your knowledge and skills as a trustee.

Essentially these criteria are about respect and acceptance of all people regardless and without reservation. It is about endeavouring to think, talk and act in a way that leaves a person feeling valued and is non-judgemental. It is about treating others in a way and in every respect that mirrors the way you yourself would wish to be treated. It is always in an attitude of service, is non-patronising, encourages the most and best in others and seeks to protect.

**The Role of a Trustee**

Charity trustees play a very important role in making sure that the charity is run in the interests of the people it is there to support. They strategically oversee the management and administration of the organisation. Trustees ensure their charity has a clear strategy, and that its work and goals are in line with its vision. A trustee's role in a charity is to be the ‘guardians of purpose’, making sure that all decisions put the needs of the beneficiaries first.

They safeguard the charity’s assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

The role of a Trustee is to work to ensure that the charity is administered effectively, holding the

responsibility for overall control and management which includes Governance and Strategy. Evergreen Care UK is a registered charity with the Charity Commission and as such, all trustees are required to fulfill and carry out, what the Charity Commission refers as the six essential duties, i.e.

1. Ensure the charity is carrying out its purposes for the public benefit.

2. Comply with charity governing documentation and the law.

3. Act in the charity’s best interests.

4. Ensure that the charity is accountable.

5. Manage the charity’s resources responsibly.

6. Always act with reasonable care and skill.

For that reason, we ask all our trustees to commit and agree to our Code of Conduct, together with a

DBS check, which both demonstrate our determination to achieve excellence in everything we do.

A copy of the ‘Code of Conduct for Trustees' is included within this application pack.

Trustees don’t usually do the day-to-day running of the charity. They delegate this to the staff, led by the Chief Executive. Instead, they play the role of a ‘critical friend’ to the Chief Executive by giving support and by challenging – in a supportive way – to help them manage effectively. We don’t get involved in the delivery of services or organizational decisions – our role is much more ‘big picture’ and strategic.

Our trustee board meets around eight times a year. Sometimes we may have focus groups to concentrate on a particular area of the service we provide but generally we meet altogether. Our meetings usually last between 90 and 120 minutes. You can read more in The Essential Trustee (a guide from the Charity Commission).

**The Trustee Board**

The Chair will hold the Board to account for the Charity’s mission and vision, providing inclusive leadership and support to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the CEO and COO to ensure that the Board functions as a unit and works closely with the Executive Officers to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Executive.

We are keen to appoint new trustees to supplement our existing board. In particular we are looking for two key positions being filled.

**Treasurer**

The overall role of the treasurer is to maintain an overview of the Society's affairs, ensure financial viability, and ensure that proper financial records and procedures are maintained. These are some of the core duties:

* Overseeing, approving and presenting budgets, accounts and other financial statements.
* Being assured that the financial resources of the organisation meet its present and future needs.
* Ensuring that the charity has an appropriate reserves policy.
* The preparation and presentation of the financial statements to the board.
* Ensuring that appropriate accounting procedures and controls are in place.
* Liaising with the CEO and COO on a regular basis.
* Ensure that the accounts are prepared in the form required by the relevant statutory bodies.
* Oversee the process of accounts being audited in accordance with the regulations and that any recommendations are acted on.

**Business Development**

We are also seeking a Trustee with strong commercial experience, bringing transferrable skills and networks to help us grow our income generation from business as well as charitable sources. The responsibilities of such a Trustee typically include for instance, drawing on their commercial experience, to contribute to financial planning, budgeting, and ensuring the charity's resources are used effectively and efficiently, assist in developing long-term strategies for our charity's growth and sustainability, identifying opportunities for expansion and improvement.

If you are interested in becoming an Evergreen Care trustee, we would love to hear from you.

To better understand your expertise and experience please submit your Curriculum Vitae (CV) to info@evergreencareuk.org

Thank you once again for your interest.

Gordon Raggett

Chair of Trustees

Evergreen Care UK

Wilmington Community Church

39 Broad Lane

Wilmington

DA2 7AQ



**Trustee Application Form - Personal Details**

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| --- | --- | --- | --- |
| **Name** |  | **DOB** |  |
| **Address** |  | | |

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| --- |
| **Areas of expertise:**  Finance & Audit  Marketing   Human Resources  Legal   Media/Communications  Healthcare   IT & Social Media  Property   Partnerships/Networking  Fundraising   Organisational Development  Strategic Planning  |

**References**

Please note that if you have worked in the Care sector within the last 10 years these must be included as references. If not, please provide contact details of employers, voluntary organisations or other professional persons where possible

|  |  |  |
| --- | --- | --- |
| Reference 1 | Name: |  |
|  | Relationship |  |
|  | Phone No |  |
|  | Email |  |
|  | Company Name  And  Address |  |

|  |  |  |
| --- | --- | --- |
| Reference 2 | Name: |  |
|  | Relationship |  |
|  | Phone No |  |
|  | Email |  |
|  | Company Name  And  Address |  |

**Data Protection**

In submitting this form, you consent to Evergreen care UK holding your details on file. Once this application is received and approved by Evergreen Care UK the details from the application form will be retained on a secure database. The data will not be passed to other individuals, inside or outside of Evergreen Care UK, for purposes other than connected with your volunteering role. Should you decide to withdraw your application or cease to volunteer with Evergreen we will delete your information in accordance with our document retention policy. If you would like us to keep you updated on the work of Evergreen and other social events, please tick at least one of the following options:

Post Email Phone 



**Trustees Code of Conduct**

By reading this document and accepting the role of a charity trustee of Evergreen Care UK, all charity trustees agree to the following responsibilities:

**General Conduct**

* Charity trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charity trustees do not have relevant expertise.
* Charity trustees are required to act in the best interests of the charity at all times.

**Commitment**

* Trustees acknowledge that accepting office as a Trust Board member involves the commitment of significant amounts of time and energy.
* Trustees will each involve themselves actively in the work of the Trust board, and accept their fair share of responsibilities, including service on committees or working groups.
* Trustees will make full efforts to attend all meetings and where they cannot attend explain in advance why they are unable to.
* Trustees will consider seriously their individual and collective needs for induction, training and development, and will undertake relevant training.
* Trustees will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

**Independence**

* Charity trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
* Charity trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees.

More specifically charity trustees:

* Charity trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.
* Charity trustees must avoid actual impropriety and any appearance of improper behaviour.
* Charity trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
* Charity trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as charity trustee. Any gifts or hospitality received in any connection to Evergreen Care UK should be declared to the Board.

**Charity Trustee Roles**

Charity trustees should:

* Understand and perform their roles and responsibilities to the best of their abilities at all times.
* Understand and embrace the Christian values of the Charity and ensure any decision are in line with the Charity’s Mission and Vision statements.
* Be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings and participating in committees and special events when required.
* Accept that they have no legal authority to act individually, except when the board has given them delegated authority to do so, and therefore they will only speak on behalf of the trustee board when they have been specifically authorised to do so.
* Accept collective responsibility for all decisions made by the board or its delegated agents. This means that they will not speak against majority decisions outside the trustee board meeting.
* Actively support and challenge the Charity management team.
* Ensure our comments reflect current organisational policy even if they might be different to our personal views when formally speaking or writing in our trustee role.
* Be mindful of and strive to uphold the reputation of the organization when communicating in our private capacity (including on social media)
* Avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the trustee board.

**Board Meetings**

Charity trustees should:

* Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
* Always respect the authority of the Chair-person of the board, and the Chair-person of any meeting.
* Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity.
* Bring a genuinely independent perspective to enhance decision-making, given that charity trustees share responsibility for board decisions.
* Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other charity trustees.

**Volunteers/Employees within the Charity**

Charity trustees should:

* Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity.
* Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
* Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers and any employees work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by:
* respecting management arrangements and avoiding any actions that might undermine such arrangements;
* not interfering in the performance by volunteers or employees of duties delegated to them within the charity while ensuring that volunteers and any employees working for the charity are held to account through their Line Manager/COO/CEO, as appropriate.

**Legal Requirements and Policies**

Charity trustees must:

* Act in accordance with the charity’s governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
* Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the charity trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply.
* Abide by the charity’s conflict of interests or loyalties policy and ensure the charity’s conflict of interest register is completed and updated as required.
* Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.
* Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

**Confidentiality**

* Trustees will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or volunteers of the Charity.
* Trustees will exercise the greatest prudence at all times when discussions regarding Trust business arise outside a governing board meeting.
* Trustees will ensure all confidential papers are held and disposed of appropriately.

**Conflicts of interest**

* Trustees will declare any pecuniary or other business interest (including those related to people they are connected with) that they have in connection with the Trust board’s business in the Register of Business Interests, and if any such conflicted matter arises in a meeting, they will offer to leave the meeting for the appropriate length of time.
* Trustees will declare any conflict of loyalty at the start of any meeting should the situation arise.

Where a charity trustee is found to be in breach of the standards outlined by the board in its Code of Conduct, he or she will be asked to meet with the Chair-person of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a charity trustee may result in the trustee’s tenure being terminated.

The Board of charity trustees should review this Code of Conduct for trustees at 3-year intervals or as appropriate.

Signed …………………………………………………………………………………………………..

Name ……………………………………………………………………………………………………

Date ………………………………………………………………………………………………………