

Yapp Charitable Trust - Trustee Vacancy

The present vacancy requires someone with specialist knowledge of investment management who is willing to serve on the Investment Committee, supervising the management of a £5 million portfolio.

All trustees are involved in decisions on the awarding of grants.

You will find the grant-making work of the trust described and illustrated on our website

www.yappcharitabletrust.org.uk

This is an unpaid position, with travel expenses reimbursed. We welcome trustees from anywhere in England and Wales.

Role Description

Statutory duties

1. Ensure that the Trust complies with its governing document, Charity and Company Law and any other relevant legislation or regulations
2. Ensure that the Trust pursues its objects as defined in its governing document
3. Ensure the Trust uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. Give firm strategic direction to the Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. Safeguard the good name and values of the Trust.
6. Ensure the effective and efficient administration of the Trust.
7. Ensure the financial stability of the Trust.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To sit on any appropriate sub-committee or advisory group
10. To attend appropriate training events
11. From time to time, to attend functions and other meetings in the interests of the Trust.

Other duties

In addition to the above, each trustee should use any specific skills, knowledge or experience he or she has to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Person specification

- Commitment to the values and ethos of the Trust
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Specialist knowledge of investment management

Time Commitment

Time/freedom to attend at least 3 afternoon trustees' meetings per year in London (occasional additional meetings)

Regular meetings are usually in March, July and November.

Preparation for meetings - reading grant applications and papers prior to meetings - up to 6 hours three times per year.

Investment Committee - normally two meetings per year in London, with the Investment Manager. Reading quarterly portfolio reports.

If you have the specialist knowledge we need and share our concern for supporting small charities, especially those doing less popular work, please contact our administrator, Margaret Thompson.

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