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RYEDALE



TRUSTEE APPLICATION PACK

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## Introduction

Thank you for your interest in becoming a member of the team at Ryedale YMCA. This application pack contains useful information and should be read as part of the application process.

We are a company limited by guarantee (03158265) and a registered charity (1053352). This means that if successful in your application, you will become a Director of the Company, and a Trustee of the Charity.

We are affiliated to YMCA England & Wales, but are a stand-alone organisation, responsible for raising our own funds and conducting our business appropriately.

We are a friendly team of trustees and staff and if there is anything that you need to know, please do not hesitate to ask us.

We cannot operate without a strong, knowledgeable and committed Board and we value the contribution that trustees bring. On appointment, you would receive a full induction to the organisation and the role you would have, and we are committed to continuing development of our whole team of trustees and staff.

Howard Keal  
Chairman

## Our vision:

### A Ryedale where all young people can belong, contribute, and thrive

**Belong** – every young person deserves a place to call home – not only their own front door, but a place of safety and belonging

**Contribute** – every young person has something to contribute to the community in which they live, sometimes they just need a little support to do it

**Thrive** – every young person has a right to fulfil their potential – we must ensure that they can access the services and activities that they need to help them thrive

**Community** – every young person is a member of our community, it is our responsibility to provide them with the opportunities, skills and support to enable them to become valued citizens.

## Our mission:

### To ensure that young people in Ryedale can:

- access affordable, secure and quality accommodation.
- access services and activities that support them to achieve their potential.

## Our values

**We Seek Out:** We actively look for opportunities to make a transformative impact on young lives in Ryedale and believe that every person is of equal value

**We Welcome:** We offer all young people the space they need to feel safe, respected, heard and valued, and we always protect, trust, hope and persevere

**We Inspire:** We strive to inspire each person we meet, to nurture their physical and mental health, wellbeing, mind and spirit and to realise their full potential in all that they do.

**We Speak Out:** We stand up for young people, speak out on issues that affect their lives, and help them to find confidence in their own voice.

**We Engage:** We are committed to the well-being of the communities of Ryedale and believe in the positive benefit of participation locally and in the wider world.

## Our Faith Statement

At the YMCA, everything we do is influenced and led by our values, which are as important to us today as they were when the organisation was founded in 1844. Many of our values are rooted in the Christian faith and indeed, YMCA is an abbreviation of Young Men's Christian Association. Whilst some people who work or volunteer for the YMCA share a Christian faith, our ethos is to warmly welcome people of all faiths, and those of no faith, to participate in our activities, to support us, to volunteer with us and to seek employment with us.

## Our strategic goals

Our focus is on supporting young people (16-35) in Ryedale to reach their potential. This involves removing young people from the threat of homelessness and ensuring that adequate services are available to equip them with the skills needed for independent living. Some of our work is an immediate response to this, for example, through the provision of accommodation. However, we can also make a substantial contribution to the structural factors which lead to homelessness, such as poor mental health, lack of opportunities and aspirations. Recognising the lack of access to appropriate supporting services, we endeavour to foster partnerships and joint working to enable access to quality services for young people at a local level.

- To provide good quality, safe and secure accommodation in Ryedale, helping to ensure the housing needs of young people are appropriately met.
- To provide our residents with a personalised support programme to ensure they achieve their potential.
- To work with young people in Ryedale to ensure that they have access to services and activities that further support their personal and social development, enabling them to gain the skills needed to make informed choices about their lives.
- To work with the wider community, ensuring that Ryedale YMCA is recognised as a key organisation in the area, in the support of young people and their role in society.

## Key Contacts

### Board of Trustees:

Chair	Howard Keal	<a href="mailto:howard.keal@btinternet.com">howard.keal@btinternet.com</a>
Treasurer	John Yard	<a href="mailto:johnyard53@gmail.com">johnyard53@gmail.com</a>
Secretary	Richard Peters	<a href="mailto:rjpeters54@aol.com">rjpeters54@aol.com</a>

### Staff

Chief Executive Officer	Sarah Hartley	<a href="mailto:sarah.hartley@ryedaleymca.org.uk">sarah.hartley@ryedaleymca.org.uk</a>
Operations Manager	Kevin Cooke	<a href="mailto:kevin.cooke@ryedaleymca.org.uk">kevin.cooke@ryedaleymca.org.uk</a>

Office: Ryedale YMCA  
Tel: 01653 691400 73 Riverside View  
Norton, Malton  
North Yorkshire, YO17 9RB

## Role description

A role description for trustees is included with this document. The role description describes exactly what your role and responsibilities as a Trustee would be. The Charity Commission has issued [guidance](#) on what is involved in being a Trustee. It is recommended that you read through this, even if you have served as a trustee with a charity before.

## Expenses

As a trustee we understand that there may be times, or specific reasons that you wish to claim expenses incurred in the performance of your duties. We would not want any trustee to be out of pocket when volunteering their time to the organisation. You will be provided with a copy of the Expenses Policy and information on how to make a claim should you be successful in your application.

## Communications

For the most part, communications regarding Board Meetings come direct from the Secretary of the Board, via email. You would receive all Board papers, agendas and any other information at least 7 days prior to the meeting. There will be circumstances where this is not possible, and/or supplementary information may not be available and will be sent on at a later date.

**Board meetings are usually held every 2 months on the second Wednesday of the month, 6.30-9.00.** Dates are set at the beginning of the year and locations agreed at the meeting prior. We appreciate if you are unable to attend that you send your apologies to the Secretary in advance of the meeting.

## Code of Conduct

Trustees are asked to read and sign a Code of Conduct. This is an important document, and although it reads as a set of rules, these provide guidance as to what is expected of you as a Trustee, but also, what you can expect of others.

## Leaving the Trustee position

The Governing Document lays down the amount of time that a Trustee can serve in office and from time to time you may be asked to step down in your role. We acknowledge the huge effort and time that trustees give to the organisation and value the commitment, knowledge and experience that they bring. If you have been asked to stand down due to time served, we are always happy to look for another role within the organisation, or as an advisor to the Board, to ensure that this valuable expertise is not lost.

We also recognise that there are times when a Trustee needs to leave the position due to other commitments. In this instance, we appreciate as much notice as possible so that we can ensure continuity of knowledge and experience. Notice of intent to vacate the position must be given to the Chair, or Secretary. We would also like to get feedback from any retiring trustees in the form of an Exit Interview. This gives us the opportunity to get feedback, handover any critical information, any ideas that you would like to bring to the organisation and for us to be able to formally thank you for your input.

## Finally

You can follow us on Facebook/Instagram

And get more information on our website [www.ryedaleymca.org.uk](http://www.ryedaleymca.org.uk)

## Trustee Application Process

1. In the first instance we would encourage you to reach out to Sarah Hartley, CEO to find out more about Ryedale YMCA to learn more about our organisation, values, the current board, and expectations of trustees.
2. Complete and submit your application.
3. A Nominations Committee will consider applications.
4. Shortlisted candidates will then be invited to a friendly interview to find out more about you and what you can bring to the Board.
5. Successful candidates will then be contacted and invited along to a Board meeting, where you can meet the rest of the team before deciding if you wish to join us!

## How to Apply

Write a supporting statement answering the below questions and email your answers to [sarah.hartley@ryedaleymca.org.uk](mailto:sarah.hartley@ryedaleymca.org.uk) with the subject 'Trustee Application'.

You can provide your answers in whichever format best suits you. This could be:

- ▶ Answers written in the body of an email
- ▶ Answers written in a Word Document or PDF attached to an email
- ▶ Recording your answers in video format and sending via email, WeTransfer, Google Drive or Dropbox

No format will be preferred above any other. Regardless of how you choose to communicate, please answer all questions below and do not send a CV.

Please include your **name, address, email and telephone number** so we are able to contact you.

1. Please outline what motivates you to apply to become a trustee of Ryedale YMCA (300 words max)
2. How do you think your skills, experience and qualities will enable you to fulfil the role of a Trustee, as described in this Trustee Application Pack (500 words max)
3. Please tell us what you can bring to the organisation and how you can contribute to the values of Ryedale YMCA (300 words max)

## Role description for Trustees of Ryedale YMCA

The duties of a trustee are to:

- Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensure that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensure that the organisation defines its goals and evaluates performance against agreed targets
- Protect the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensure the financial stability of the organisation
- Protect and manage the property of the charity and ensuring the proper investment of the charity's funds
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive officer.
- Liaise with the manager to keep an overview of the organisation's affairs and to provide support as appropriate
- Lead the process of supporting and appraising the performance of senior staff