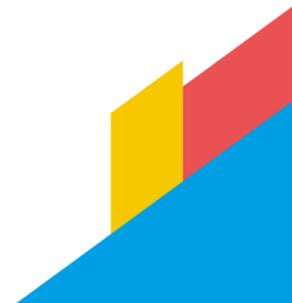
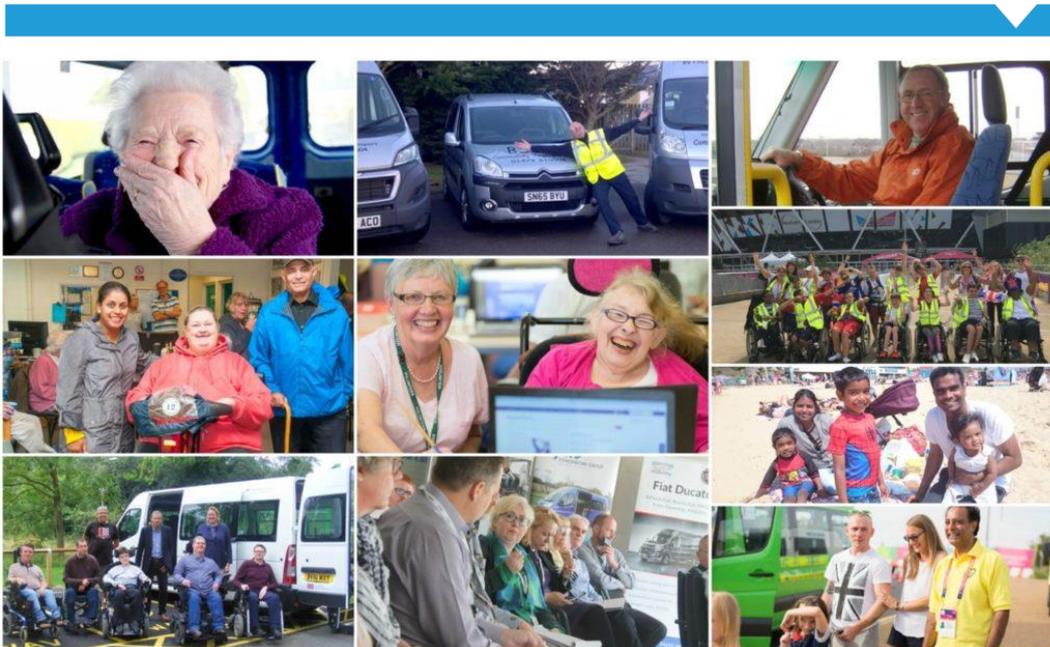


# Community Transport Association

## Trustee Recruitment Information Pack

2019



## Introduction

Thank you for your interest in joining the Board of Trustees of the Community Transport Association. In this pack you will find information about the CTA, the role of a CTA trustee and details of the recruitment process.

There are many ways for people from CTA's membership to get involved in the life of the organisation and being involved in our corporate governance as a trustee is one such way. This year we have two vacancies on the Board of Trustees which are open to staff or volunteers nominated from CTA member organisations. Trustees are appointed for a four-year term and may stay on for a second four-year term with the approval of the Board of Trustees.

As trustees we have to work within well- defined boundaries. The standards and behaviours we must demonstrate are set out in law and good practice by the Charity Commission and Companies House and we regularly review our performance as a board to ensure we are complementing and adding value to the work of our staff team.

Our trustees bring a breadth of experience and backgrounds but, once chosen, we all must focus on being passionate and effective champions for CTA's vision, mission and values above all other things.

The strength of the board is derived from the experience, skills and other qualities brought by its members. It is important that our board reflects the range of locations and contexts in which our members work, as well as the diversity of our communities. We are keen to improve our diversity and are therefore strongly encouraging applications from BME candidates.

As you will know, our sector has faced significant challenges in recent years following the Department for Transport's consultation on the use of section 19 and 22 permits. As a board we have been tuned into the concerns of CTA members throughout and supported the CTA team to mount a passionate and principled defence of the sector. We are now actively participating in the Judicial Review that has been brought by the Bus and Coach Association and we remain as determined as ever to defend and support the interests of our members. You can find all our latest updates on this issue in the members' area of the CTA website.

We hope by reading this document you'll be inspired to want to join in. If you feel you have the credentials to add even more strength to our board, we look forward to hearing from you.



**Susan Evans | Chair of Trustees**

# The Community Transport Association

**The Community Transport Association is a national charity and membership organisation that leads and supports thousands of local charities and community groups across the UK who deliver transport services that fulfil a social purpose and community benefit.**

We are for and about accessible and inclusive transport. Our vision is of a world where people can shape and create their own accessible and inclusive transport solutions and our mission is to achieve this through championing accessible and inclusive transport, connecting people and ideas and by strengthening our members and raising standards.

We are a charity and company limited by guarantee. We are governed by a trustee board made up of eight people selected from the CTA membership and up to three other co-opted trustees from different backgrounds who bring a range of experience to enhance the contribution they make.

We have 21 staff working around the UK. Our central office is in Manchester and we also have offices in Edinburgh, Belfast, Rhyl and Swansea.

## **We are for, and about, accessible and inclusive transport:**

**Our vision** is of a world of a world where people can shape and create their own accessible and inclusive transport solutions.

**Our mission** is to realise our vision through three strategic priorities.

These are:

### **Championing accessible and inclusive transport**

We will be the UK's leading authority on making transport more accessible and inclusive for the benefit of the communities served by our members.

### **Connecting people and ideas**

We will be recognised as the UK's main hub for the creation and exchange of knowledge, ideas and innovation on improving the accessibility and inclusivity of transport.

### **Strengthening our members and raising standards**

We work with our members to promote high standards of practice in community transport and support them to deliver excellent services.

## Five values shaping how we work

### **We put members first**

We focus on assisting our members in making the biggest difference they can in their communities. We encourage them to feel part of a diverse movement that is bound by a common purpose and values, so they can have an impact on issues that no organisation can solve alone. We aim to make whatever we say and do relevant and responsive to the everyday experiences, needs and aspirations of our members and their service users.

### **We lead with authority and responsibility**

We believe our leadership role as the voice of community transport is best fulfilled by challenging and inspiring the people we work with. We take the lead in promoting the credibility of, and confidence in, community transport. We make sure what we say is evidence-based and gathered through robust and credible methods.

### **We prioritise mobility and accessibility**

We stand up for the people who rely most on community transport to enable them to enjoy a decent quality of life. We share this deep sense of responsibility and passion with our members and work with them to ensure that community transport, in whatever form, is rooted in responding to needs within local communities, prioritising those that are unmet by other services.

### **We champion volunteering**

We celebrate the high levels of volunteer involvement within the community transport movement and speak up for the importance and benefits of involving volunteers. We do not believe that unpaid means unprofessional and will always challenge negative perceptions about the value and contribution of volunteers.

### **We think big**

We are a small team with big ambitions for community transport. We are curious, creative and open to new ideas. We try new things and learn from them and encourage everyone we work with to do the same. We seek feedback and use this to enhance the quality of experience of working with us.

## The role of a CTA Trustee

### Activities and time commitments

- Four main board meetings per year, alternating between Manchester and London. These are typically about four hours long and begin late morning to enable trustees to travel on the day.
- Participation in sub-committees, which may add an extra two to four days depending on which you join.
- Participating in ad-hoc working groups if required.
- Scrutiny of papers in advance of meetings.
- Being a Trustee is a voluntary position so there is no remuneration or compensation to employers for allowing staff time off to attend meetings and other activities. The CTA will, however, pay reasonable expenses such as travel.

### Current board members

Susan Evans - Chair

Chris Kutesco

Lawrence Wilson – Vice Chair

Suzanne Leighton

Paul Appelbe - Treasurer

Paddy McEldowney

Joe Hannett

Rachel Milne

Peter Hardy

### Role description

#### The responsibilities of trustees are as follows:

1. Formulate and review regularly the CTA's vision, values and long-term strategy as well as policies for its fulfilment.
2. Set and agree high-level targets and evaluate performance against them.
3. Ensure the effective administration of the charity and its assets in the interest of current, potential and future beneficiaries and the proper investment of the CTA's funds.
4. Ensure a fully effective and appropriate system for the recruitment, appointment and evaluation of the work and activities of the Chief Executive and, where applicable, other members of the Senior Management Team and to support the Chair in their line management of the Chief Executive.

5. Understand and accept the legal duties, responsibilities and liabilities of Trusteeship whilst ensuring that the CTA complies with all regulatory and statutory requirements.
6. Ensure an effective and appropriate system of risk management.
7. Maintain sound financial management and control of the charity's resources to ensure the financial stability of the CTA.
8. Be familiar and ensure compliance with, and keep under regular review the governing documents of the CTA, ensuring an effective and transparent system of governance and that the charity pursues its objects as defined in its governing documents.
9. To promote the reputation and values of the organisation and ensure the charity is delivering public benefit as defined in its charitable objectives.
10. Ensure that the CTA manages and continues to develop its external relations, raising its profile, and supporting the growth of its impact accordingly.
11. Attend board meetings, scrutinise board papers, ask questions to members of the senior management team, contribute to the board discussion, focus on key issues and accept collegiate decisions.
12. Use any specific skills, knowledge and experience which they have to help the Board of Trustees which may involve:
  - Liaising with the Chief Executive and members of the Senior Management Team as appropriate.
  - Acting as an ambassador for the CTA, using and developing contacts and personal networks.
  - Providing guidance on new initiatives.
  - Other issues in which the Trustee has special expertise.

### **Attributes for fulfilling the responsibilities of a trustee**

1. Demonstrable record of achievement in their own field.
2. Recent experience of working at a strategic level and ability to set a strategic vision, goals and objectives.
3. Previous trustee or non-executive director experience (desirable).
4. Good financial awareness and ability to apply this in a strategic context.
5. Commitment to participate in deliberative and collegiate decision-making.
6. A good understanding of the delineation between governance and executive leadership and management.
7. Ability to commit the time required.

8. A willingness to draw on professional contacts and networks for the benefit of the CTA.
9. Commitment to CTA's vision, values and mission.
10. Ability to travel to meetings in different parts of the UK with the occasional overnight stay.

## The recruitment process

### Vacancies

Eight posts on the Board of Trustees are reserved for people nominated by organisations that are members of the Community Transport Association. We are looking to fill two vacancies for this category of trustee in this selection process. Trustees are appointed for a four-year term and may stay on for a second four-year term with the approval of the Board of Trustees.

CTA is committed to having a diverse Board of Trustees and are strongly encouraging applications from BME candidates.

### Eligibility

For your nomination to be valid you should be involved in some way in the member organisation that is nominating you; this could be as a staff member, trustee or a regular volunteer.

In your application you will be asked to verify your connection with the CTA member organisation and to include someone from that organisation as a referee.

If you are the chief executive or most senior manager, that would typically be the chair of the board of trustees or equivalent body for your organisation's legal structure. If you are another staff member or volunteer, your referee should be the chief executive or most senior staff member.

Individuals will be prevented from acting as a Trustee where they:

- Have an unspent conviction for an offence involving dishonesty or deception.
- Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
- Have an individual voluntary arrangement (IVA) to pay off debts with creditors.
- Are disqualified from being a company director.
- Are subject to an order made under section 429(2) of the Insolvency Act 1986.
- Have previously been removed as a trustee by CTA UK, the Charity Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement.

## Selection for candidacy

The Governance Committee is a sub-committee of the CTA's Board of Trustees and is responsible for trustee recruitment. Its job is to select a group of applicants it wishes to recommend to the Board of Trustees as candidates for the trustee board.

In the event that the number of applicants recommended to the Board of Trustees exceeds the number of vacancies, a ballot of members will be held.

If the number of applicants recommended to the Board of Trustees equals or is less than the number of vacancies then the annual general meeting (AGM) will be asked to endorse the selection of these candidates.

## Key dates

<b>Closing date for applications</b>	Friday 31 May 2019
<b>Confirmation of short-listed candidates</b>	by Friday 7 June 2019
<b>Interviews with Governance Committee in London</b>	11 or 17 July 2019
<b>Confirmation of final short-list for approval or election</b>	Wednesday 25 September 2019
<b>Announcement of new trustees at AGM</b>	Tuesday 12 November 2019

## How to apply

If you think you have the skills, time and commitment to make a valuable contribution to the work of CTA by joining the Board of Trustees, there are three things you will need to submit:

- A CV of no more than four sides of A4. You can read NCVO's tips for an effective CV at <https://bit.ly/2XZldwn>. (Their guide is not specifically tailored for trustee applications, but the key principles apply.)
- A completed application form (available to download from [cta.uk.org/jobs](http://cta.uk.org/jobs)).
- A completed equalities monitoring form (available to download, as above).

All documents must be completed electronically and submitted as attachments to an email sent to [maxine@cta.uk.org](mailto:maxine@cta.uk.org) by the deadline of midday on Friday 31 May 2019.

## Further information

If you have any questions about the role or would like further information, please telephone 0161 351 1475 or email [maxine@cta.uk.org](mailto:maxine@cta.uk.org) in the first instance. One of the team will arrange for the Chief Executive or Chair to contact you.