

# Renewal

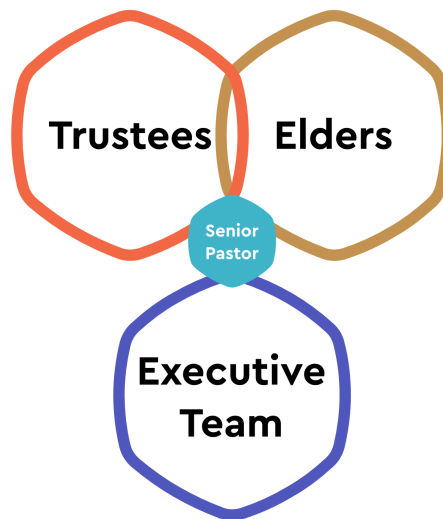
## Trustee Role Description

### Role

The Trustees are a key element of Renewal's governance structure, responsible for the overall legal and financial oversight of the charity. A strategic position, a Renewal Trustee should be ready for robust debate, clear focus on objectives, and quick, clear decision making.

### Renewal Governance

Renewal is covered by a dual governance structure. A board of Trustees are responsible for the legal and financial oversight of the charity, and a separate board of Elders that are responsible for the spiritual and pastoral oversight of the church. Day to day running of the church is delegated to Renewal staff, headed up by the Senior Pastor and Executive Team.



**Trustees:** Legal and financial oversight of the registered charity, ensuring proper safeguards, scrutiny and accountability are in place for all staff and key leaders. The Trustees board consists of a maximum of 9 positions, 6 of which are presently filled. Trustee tenure is set at 4 years with the possibility to extend to a maximum length of service of 8 years.

**Elders:** Spiritual responsibility and pastoral oversight of Renewal, setting visional direction for the church. The Elders board consists of a maximum of 8 positions, 5 of which are currently filled.

**Senior Pastor:** Accountable to the Elders & Trustees for advancing the vision of the church. A voting member of both the Elders and Trustees boards.

**Executive Team:** Responsible to Senior Pastor, the Elders & the Trustees for the day-to-day running of Renewal.

### Key Activities:

- To uphold Renewal's Mission, Values and Vision throughout, in accordance with our Charitable Objects as set out in Renewal's Articles of Association (copies available on request)
- To be active in the role of Trustee; each individual Trustee carries responsibility for the decisions that the board make, even in their absence
- Act in cooperation with the board – an individual Trustee has no powers to act alone, other than those that they have been specifically delegated to them by the Trustees board, as minuted at a formal meeting.

- Act in accordance with the constitution (Articles of Association) and within the law – all Trustees must act within the powers and remit set out in Renewal's Articles of Association, which consists the legal basis on which the charity operates
- Act in the best interests of the Church
- Act reasonably and honestly – discussions and debates are minuted so that this can be demonstrated
- Have a duty of care to act prudently and reasonably
- Not to benefit personally from Renewal unless permitted specifically both by law and by the Articles of Association
- Avoid conflicts of interest, and declare any potential conflict immediately
- Implement and adhere to Renewal's Articles of Association

## Decision Making

All Trustees are expected to participate in decision making, and to express their views in an agreeable manner. While debate is actively encouraged, and difference in opinion inevitable, all Trustees are expected to actively support collective decisions once they have been made, irrespective of personal views.

In addition, all Trustees are expected to live by Renewal's Mission, Values and Vision.

## Person Specification

The successful applicant must:

- Be a Partner of Renewal and a committed Christian
- Experience in law, PR or HR is helpful, although not essential
- Have a commitment to the Church and Charity and its aims
- Have a willingness to devote the necessary time and effort
- Possess good judgment and independence of mind
- Show a willingness to work collectively as part of a group, seeking constructive debate and dialogue
- Regular attendance of Trustee Meetings
- Maintain strict confidentiality
- Not be related (by marriage or otherwise) to any individual employed by Renewal

## Eligibility:

You cannot act as a Trustee if you have been convicted of an offence involving dishonesty or deception, are bankrupt, or have entered into a formal arrangement with a creditor, or have been removed as a company director or charity trustee because of wrongdoing. There are further restrictions for us as a charity that supports work with children and vulnerable people. The appointment of any Trustee is subject to acceptance by the Charity Commission. The role of Trustees is not paid and the expectation is that expenses will not be claimed during the period of office unless by exception.

## Application Process:

Applicants will be shortlisted, and those shortlisted candidates will be interviewed by a panel of existing Trustees, Elders and church partners to ensure our highest form of transparency. After the interviews are complete, Renewal's congregation will be notified of the nominated candidate, allowing any partner to object, on specified grounds, in accordance with Renewal's Articles of Association. The Trustees & Elders will then review any objections to determine whether or not to continue with the appointment.

# Appendix: Excerpt from Charity Commission 'The Essential Trustee' (CC3)

A full version of this guidance is available at: [gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

## Trustees' duties at a glance

This is a summary of trustees' main legal responsibilities, which are explained in detail in the rest of this guidance. You should read this section as a minimum, and ensure you fully understand your responsibilities by referring to the rest of the guidance as necessary.

### **Before you start – make sure you are eligible to be a charity trustee**

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:

- being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register

You can read the automatic disqualification guidance for charities which explains the disqualification rules in more detail.

There are further restrictions for charities that work with children or adults at risk.

### **Ensure your charity is carrying out its purposes for the public benefit**

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

## **Comply with your charity's governing document and the law**

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

## **Act in your charity's best interests**

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

## **Manage your charity's resources responsibly**

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence.

Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

## **Act with reasonable care and skill**

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

## **Ensure your charity is accountable**

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers