

Dear Applicant,

RE: Application to become a Trustee Fitmums and Friends.

We are delighted you are interested in joining the Board of Trustees at Fitmums and Friends

To help you with your application, please find attached some further information about our charity and a detailed specification. If you decide to apply there is also an application pack with skills matrix form and a declaration.

The Trustee recruitment process includes three stages – the completion and submission of the enclosed application form and then a face-to-face interview with one of our Trustees, then a recommendation to our panel of existing Trustees. The recruitment of Trustees is overseen by our Chair of Trustees.

To begin with you will need to submit your application via email to admin@fitmums.org.uk. The deadline for applications is [date] although the board has the right to close this sooner if the right candidate is found. Details of where to send your completed application form can be found in the notes.

If you have any questions about the process or wish to have an informal chat regarding becoming a Trustee, please do not hesitate to contact us.

Tony Sutton
Chair of Trustees

About Fitmums and Friends

Fitmums and Friends started in 2009 on the driveway of a Cottingham mum. A flyer, placed in the bookbag of her son's class inviting parents to come for a run, resulted in an influx of people responding. The people kept on coming and the systems developed in those early days to support people of different abilities became a unique feature of what ultimately became a registered charity in 2017.

Community Clubs developed from that initial group in Cottingham and to date there are 14 Clubs across Hull, East Yorkshire, NE Lincs, South Yorkshire and North Yorkshire. Each of these is led by volunteers from that community and supported by a team from the central charity. The Club structure includes volunteer club co-ordinators, run leaders, coaches, welfare leads, mental health champions and other volunteers who help support the running of the Club. The charity supports men, women and children in these communities.

The provision of activities has expanded over time, and now as well as running they include: fitness walking, cycling, nordic walking, family friendly activity sessions and an inter-generational choir. In addition to trained run/walk leaders the charity has worked hard to build a structure of trained coaches and assistant coaches. This means many Clubs now also offer coached sessions in the form of strength and conditioning and grass track sessions.

Over time the charity has developed other initiatives, all aimed at helping people who are especially vulnerable become more active:

- People affected by sight loss – through the SocialEYES programme and trained Guides in Clubs
- Adults who are bereaved - through the Together in Grief programme
- Children who are bereaved – through the Forest Project
- Adults needing a gentle introduction to activity – Let's Get Going Programme
- People who would benefit from being active but for whatever reason cannot attend without support – In the Pink Programme

The charity has been acknowledged widely for its work in helping people become active with a range of awards including a BEM for the founder Sam Barlow, and in 2021 the honour of winning the BBC Sports Personality Unsung Hero Award.

The charity currently supports more than 1000 members and continues to be innovative in its approach to supporting people in communities to become and stay active.

Charitable Objects:

(1) the promotion of community participation in healthy recreation in particular by the provision for athletics, in particular running.

(2) to provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Trustee Role Profile

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Time commitment:	Trustee meetings take place approximately every 6 weeks. There is some additional time required to prepare for these meetings.
Reporting to:	Chair of Trustees
Term:	One term of three years with the option for nomination for subsequent terms as agreed between both parties

The role of a Board Member / Trustee is to ensure that Fitmums and Friends fulfils its duty to its beneficiaries and delivers on its vision, mission statement and values as they appear on record with the Charity Commission.

Summary of main responsibilities:

- To contribute actively to the board of trustees, providing strategic direction to Fitmums and Friends, setting overall policy, defining goals, setting targets, and evaluating organisational performance against targets;
- To ensure that Fitmums and Friends complies with its constitution, charity law, company law and any other relevant legislation or regulations;
- To ensure that Fitmums and Friends pursues its objects as defined in the constitution;
- To ensure accountability to funders and stakeholders for the organisation's performance;
- To ensure the long-term financial stability of Fitmums and Friends;
- To exemplify the values of the organisation by:
 - Attending regularly and being actively involved in decision making;
 - Acting as an advocate for Fitmums and Friends in an appropriate manner by forging and maintaining links outside the organisation;
 - Engaging willingly and actively with Fitmums and Friends' programmes of events, employees and audiences;

Alongside other Trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the Charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the Charity complies with all legal and regulatory requirements.
- Acting as guardians of the Charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the Charity’s governance is of the highest possible standard.

Becoming a Trustee

Trustees provide an essential and legal requirement for all charitable organisations. Trustees are recruited to take overall responsibility of the organisation, ensuring that the charity delivers its charitable aims and works within both recommended and legal guidelines.

There are a number of responsibilities involved in becoming a Trustee and as such you are advised to research and read the publications available from the Charity Commission and Gov.uk. We would particularly recommend The Essential Trustee guide [here](#).

The Fitmums and Friends Board of Trustees is currently made up of professional persons, public sector staff, and charity sector staff, who have a wide range of skills and experience to draw upon. The Board actively welcomes people who can widen the diversity and inclusivity of the board, whilst adding real value. The Board is led by the Chair and each member takes their responsibility very seriously – both individually and collectively.

Person Specification

We are looking for professional individuals who are able to help us deliver our charitable objectives. You should:

1. Feel comfortable operating within a diverse Board of Trustees
2. Be confident scrutinising the charity budget
3. Feel comfortable initiating and leading conversations based on your ideas and providing feedback on the opinions and views of others
4. Not be afraid to step-out of your comfort zone to take an informed view of issues which may not naturally be your area of expertise
5. Have a good understanding of what the role of a trustee entails and its importance to the governance of the organisation.

It is desirable to have some form of previous Board experience although not essential.

A successful board of trustees should be made up of people who possess a variety of different skills and experience. Fitmums and Friends, therefore, especially welcomes applications from individuals with the following skills/experience:

- Income generation / fundraising
- Legal
- Human Resources
- Social Entrepreneurship
- Management
- Charity sector

Time Commitment

Trustees are appointed on a voluntary basis on a three year term. The time commitment is best summarised as follows:

- Up to 8 two-hour long full board meetings per year; attended in person or by Zoom or telephone. Meetings may be during normal office hours or in the evenings.
- Attending Fitmums and Friends events and other engagements from time to time
- Some additional time to study papers and give ad hoc advice as necessary
- A willingness to get involved in a hands-on way from time to time (visiting clubs, assisting with specific projects etc)
- Likely total time commitment of around [half a day per month] and Trustees will be expected to attend at least 75% of meetings across a calendar year

Application Process

You will need to provide the following documentation to be eligible for the position:

1. A CV
2. Covering letter answering the following questions:
 - a. Explain your motivation to apply and become a Trustee of Fitmums and Friends
 - b. What you feel you would bring to the board of Trustees
3. Completed Skills Matrix Form
4. Provide names and contact details of two referees to support your application
5. Signed Declaration

Your completed application will be reviewed by the Chair of Trustees.

Successful applicants will be invited to an interview with the Chair of Trustee.

If successful at interview a recommendation to the Board of Trustees will be made who will then cast a vote.

Your completed application should be submitted via email to admin@fitmums.org.uk. Applications should be received no later than close of business on 31.12.23

Application Pack

SKILLS MATRIX

Skills	Highly Skilled	Skilled	Some Proficiency	No Expertise
Audit / Risk Management				
Commercial Acumen				
External Representation				
Governance / Chairing				
Human Resources				
Income Generation / Fundraising				
Investment				
IT / CRM Systems				
Legal				
Marketing / Branding / Social Media				
Monitoring / Evaluation				
Operational Management				
Organisational Development				
Performance Management				
Policy				
Relationship Management				
Social Entrepreneurship				
Staff Development				
Strategic Planning				
Volunteer Management				

REFERENCES

Please give the names and contact details of two referees to support your application

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DECLARATION

I declare that: (Please delete as appropriate)

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- I do / do not have an unspent conviction for an offence involving deception or dishonesty;
- I am / am not an undischarged bankrupt;
- I have / have not previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement;
- I am / am not under a disqualification order under the Company Directors Disqualification Act 1986.
- I am / am not disqualified by the Charities Act 1993 (Section 72) from acting as a Charity Trustee.

I declare that the information within this application is true and accurate. I have read and understood the requirements of becoming a trustee should my application be successful. I understand that if it is subsequently discovered that any statement or information is false or misleading, or that I have withheld any relevant information, my application may be disqualified, or my appointment revoked.

Signed

Print name

Date

MARKETING SCREENING

Where did you hear about this position? (Please tick where appropriate)

- Website (please state)
- Word of mouth
- Linked in
- Other (please state)

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Please address your application **PRIVATE & CONFIDENTIAL** and return to admin@fitmums.org.uk .