



## **INFORMATION FOR NEW TRUSTEES**

**June 2016**



QVA is a registered charity (No 1083412) and a company limited by guarantee number (No 3908675)

Dear Friend

I hope that you will feel able to consider becoming a trustee of QVA.

The purpose of this pack is to provide information relating to the role of trustee and to provide an induction if you assume this role. This is done in stages in the pages that follow.

(1) By providing basic information about QVA.

(2) By introducing you to other members of the committee and explaining how we work.

(3) By setting out the role of committee members.

I hope that you will find this helpful and informative about the work of QVA trustees.

If you have further questions or want more information – don't hesitate to get in touch.

In Friendship,

Jane Robinson

Clerk to QVA Trustees

07946 887634 [mail@qva.org.uk](mailto:mail@qva.org.uk)

## 1. CORE INFORMATION

We are a Quaker organisation led by a small group of Trustees separate from the central work. We operate alongside and in partnership with other Quaker bodies.

QVA witnesses to the value and importance of volunteering as a visible and practical way of putting faith into action to meet social need. The Quaker approach has a particular contribution to make to this.

Volunteering can:

- Bring people together
- Nurture a sense of passion and adventure
- Foster a sense of social responsibility
- Provide a seed of learning that can be shared.

Our mission is to provide practical opportunities to put faith into action and to develop new ways of volunteering that meet the challenges of our time. We work with the Quaker Community and others – in Britain, Europe and beyond.

### Current Aims

- To provide short term opportunities for practical volunteering combined with personal spiritual development.
- To offer support and encouragement to Quaker Meetings in translating their concerns into action.
- To witness to the value of volunteering and foster interest in volunteering in projects with practical outcomes.
- To develop our links across Europe and in Israel and Palestine and provide opportunities for Friends to meet and work together.
- To increase the support for QVA from the Quaker Community and others and to build a secure financial base for the organisation.

We have one employee – our Retreats Coordinator Jasmine Piercy.

We produce an annual newsletter which is sent, together with our programme of retreats, to all Local Meetings, relevant Quaker bodies and interested individuals on our database.

We also have a website and a presence on social media.

## **2. THE MANAGING COMMITTEE OF TRUSTEES.**

### **Membership.**

New Trustees will join the other Trustees on this committee as listed below.

Geoffrey Braithwaite – Company Secretary and Donations Secretary.

David Grundy

Anne Jackson

Conor Jerram – Treasurer

Jane Robinson – Clerk

Richard Thompson

### **Time Commitment.**

Being a Trustee will mean taking part in three to four telephone meetings and one face to face meeting (usually the AGM) of the QVA Management Committee a year. Recently the latter has been held in Central England at a venue easier for most Trustees to reach.

The telephone meetings, conducted as closely as possible to the Quaker business method, typically last just over an hour. They are held at variable times agreed in advance as convenient for the majority of Trustees. Trustees may be asked to do some consideration of the business beforehand. They are encouraged to claim travel and telephone expenses.

Beyond these meetings it is for each Trustee to decide what further work they wish – or feel led – to do. Members of the existing committee do some additional work but there is sensitivity to personal circumstances and it is recognised that some people have more time to contribute than others. It is recognised that some Trustees may not be able to do much more than participate in meetings.

### **Method of Working.**

We identify and appraise new work before taking it on using established criteria such as :

- Consistency with Quaker Testimony and with our own vision.
- Whether the project meets a specific identified need.
- Likelihood of it being carried out by another body
- Effect on QVA resources
- Time, effort and commitment required.
- Whether it would result in a long term commitment
- Any environmental effect.
- The effect of the project in enabling Quaker to speak out.

### 3. ROLE OF TRUSTEES

All existing members of the Committee are trustees of the charity and directors of the company and, as such, have the legal duties and obligations associated to these roles. Further details of what this means can be obtained from the Charity Commission and Companies House websites : [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) and [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk).

#### Leadership

- To provide direction and leadership
- To develop policy
- To set targets
- To set, maintain and review the ethos and values of the organisation.

#### Supervision

- To exercise a general supervision
- To set up and oversee systems that enable the organisation to be managed effectively.
- To monitor progress towards meeting targets and instigate action if targets are not being met.
- To ensure ongoing financial viability.
- To ensure legal obligations are met.

#### Staff Support

- To set up and ensure sound operation of staff support systems.
- To ensure workloads of staff are reasonable.

#### External Relations.

- To promote QVA externally – particularly within the Quaker Community.