

## **Management Trustee**

**3 years**

### **Purpose**

To be a trustee of Young Friends General Meeting, responsible for ensuring YFGM is well run and operates within the law, especially relevant charity law. To take lead responsibility for operational management and to be the main point of contact with Britain Yearly Meeting with regards to the YFGM co-ordinator (a position which is filled by an intern directly employed by BYM) and any other work procured from BYM. To have a basic overview of Charity Commission requirements and to help the other trustees work within these requirements.

### **Duties**

- To ensure, in co-operation with the other trustees, that YFGM complies with its constitution and policies.
- To be the main point of contact with BYM on all issues to do with the YFGM co-ordinator and their work.
- To support the YFGM co-ordinator and to liaise closely with them and a designated person at BYM (normally the YFGM co-ordinator's line manager) in order to pass on requests for work to be done or to make suggestions. It would be sensible to email on a weekly basis, sometimes with a few shorter emails in-between.
- To help BYM to recruit a new intern every year. (On a 10 month contract.)
- To bring relevant matters to the attention of the other trustees and be available to take part in consultation or emergency decisions, including trustee decisions.
- To provide information for the YFGM accounts and the annual budget.
- To be prepared to give an effective handover.
- At YFGM
  - To attend sessions which may have management and/or operational implications, and be ready to give advice if required.
  - As a trustee, to attend TOQ meetings and help to cover the door rota.
- At Planning Weekends
  - To attend Finance Committee where appropriate.
  - To attend Trustee Meetings and feed back information about the YFGM co-ordinator and the relationship with BYM.

### **Skills required**

An ability to communicate between YFGM and BYM.

A basic understanding of the practical running of YFGM.

It would be desirable to have some experience of recruitment or of staff/volunteer/stakeholder management, and a willingness to learn more.

The ability to be a trustee of a charity.

### **Time commitment**

Attending all YFGMs and all Planning Weekends, and an additional trustee committee meeting.

Attending three meetings per year with the YFGM co-ordinator and/or the designated member of staff at BYM. (This need not always be in person - conference calls or Skype may work.)

Being on the recruitment panel for the YFGM co-ordinator post and short listing candidates. (This will probably occur in April or May each year.)

Between 1 and 3 hours work a week between YFGMs.