

Getting *more* involved – becoming a trustee



We are about to elect the first ongoing management Board for the Town Hall project, to take over from the interim project team which has managed things so far.

We are keen to ensure that we have a strong team, representative of all parts of the community in Hebden Bridge. Please think carefully about whether you are able to stand for election. You don't necessarily need to be an experienced 'committee person'. There will be an informal induction and training process arranged to help new Board members find their feet.

Skills which we are looking for, which you may be able to help fill, include: legal expertise, fundraising, marketing, building experience. However, if you don't have particular expertise in these areas don't be put off: energy and ideas are what we need most.

The rewards

You'll be actively involved at a key time in what we think is an extremely exciting project, one which could transform the community facilities available in Hebden Bridge. We're putting in place now the foundations now to secure the future of one of the town's key centres potentially for the next fifty years or longer.

The responsibilities you'll have

If you're going to be an effective member of the management Board, there will be a basic expectation that, at least, you attend meetings regularly and read the key documents etc.

Because we are at an early stage of the project development and do not have paid staff, the management Board members will also have to take on voluntarily a lot of the work of progressing the details: meetings with Calderdale, liaising with the architect, promoting the Friends scheme, and so on. Although different management Board members are likely to be able to offer different levels of commitment, we are primarily looking for members who are able to be actively engaged in ways like this.

Management Board members take on the responsibility of managing Hebden Bridge Community Association on behalf of all the members and, since we are a registered

charity, of ensuring that we meet our wider responsibilities to the public by fulfilling our charitable objectives. As a management Board member, legally you will be both a company director of Hebden Bridge Community Association Ltd and a charity trustee. If you have not taken on roles like this before, you should not let this put you off; you will, however, need to know what you are taking on, and we will try to ensure that you have all the information you need to understand these roles. Copies of the introductory Charity Commission brochure *The Essential Trustee* are available on request (see below), and will also be sent to all who put their names forward.

The practicalities

Under our constitution, our management Board can have no more than ten members. Members serve normally for a three year period, and can then if they wish put their names forward for a second three-year term. Thereafter, they must withdraw from the Board for at least a year. This is designed to ensure that the composition of the Board does not become frozen with the same people serving indefinitely.

For the first few years, as an initial measure, the arrangements are slightly different: a third of the Board members will be serving only a one-year term, a third a two-year term and a third the full normal three-years. Under the constitution, this is decided by lot.

We will be holding an election for management Board members. The election is being run by an independent officer, David Dempsey, Town Clerk for Hebden Royd Town Council, and we are grateful to him and to the Town Council for their help in this way. David will be sending out the ballot papers, and overseeing the voting. (A ballot will be held even if we receive less than ten nominations; nominated candidates will be elected, provided the 'yes' votes cast for them are greater than votes cast against).

If you wish to stand, please complete the enclosed form, and return it to David, so that it arrives no later than Thursday September 25th (earlier, please, if at all possible). Please also write a short statement (not more than 150 words) explaining why you are standing; preferably send this by email, again to David (david@hebdenroyd.org.uk).

More information

We encourage you to have a look at our website, www.hebdenbridgetownhall.org.uk, where you will also be able to access key documents.

Information about being a charity trustee can be found on www.charitycommission.gov.uk. The brochure *The Essential Trustee* is available on request from Andrew Bibby, andrew@andrewbibby.com, HB 844026