

Bosham Monday Club

FINAL Trustee Role Description & Person Specification

About Bosham Monday Club

Bosham Monday Club has been part of local community life since 1966. We support older people in Bosham and the surrounding area to remain connected, independent and involved in their community. At the heart of our work is our Monday social club, providing friendship, activities, outings and a regular opportunity for people to come together.

Our wider activities include the Bosham community minibus and Bosham Village Friends, helping local people access activities, appointments and other important parts of everyday life. The charity is supported by a committed team of volunteers and has built a strong local reputation over almost 60 years.

An exciting time to join us

Bosham Monday Club is now looking to the future.

Bosham Monday Club is a successful, financially sound and growing charity. The volunteers and operational leads who currently run its services hope to remain in place, while new trustees are being sought to provide continuity as several long-serving trustees prepare to step down.

We are preparing to move from our original 1966 constitution to become a Charitable Incorporated Organisation (CIO), giving us an important opportunity to refresh and strengthen our governance for the years ahead.

As part of this transition, we are looking to welcome new trustees to our Board. We want to build on everything that generations of trustees and volunteers have created, while bringing in new skills, experiences and perspectives to help the charity continue to thrive.

Our aim is simple:

To protect what is special about Bosham Monday Club while helping to shape its future.

Why Join Now?

Bosham Monday Club has been serving its community since 1966. The organisation we have today exists because generations of local people have been willing to give their time, skills and care to it. As we become a CIO and plan for the future, we have an opportunity to bring a new generation of people into the stewardship of the charity.

This is an opportunity to use your skills and experience for something local and worthwhile, develop your own experience of governance and leadership, meet people from across the community and help ensure that a valued local organisation continues to thrive.

You don't have to know everything about trusteeship before you start. You do need to care about what the Monday Club does and be willing to help take good care of it for the people who will need it in the future.

The Trustee Role

Purpose of the role

Trustees share collective responsibility for the governance and strategic direction of Bosham Monday Club.

Working together, the Board ensures that the charity is well run, financially responsible, acting within the law and continuing to deliver the charitable purposes for which it was established.

Trustees do not manage every aspect of the Club's day-to-day activities. Their role is to provide oversight, ask good questions, make sound decisions and help ensure that the organisation is sustainable and well governed.

Key responsibilities

As a trustee you will work collectively with the rest of the Board to:

- ensure Bosham Monday Club remains focused on its charitable purpose and the people it exists to support
- help shape the charity's future direction and priorities
- make sure the charity's money, assets and other resources are used responsibly
- understand the charity's financial position and contribute to sound financial decision-making
- identify and oversee significant risks
- ensure appropriate policies, procedures and safeguards are in place
- support good governance and compliance with charity law and other relevant requirements
- make sure the charity can demonstrate the difference its work makes
- value and support the volunteers who make the Monday Club and its wider activities possible
- contribute ideas, knowledge and different perspectives to Board discussions
- act with integrity and manage any conflicts of interest appropriately
- make decisions collectively and always in the best interests of the charity.

Trustees are also expected to understand and fulfil the general legal duties of charity trustees in England and Wales. Full guidance and support will be provided as part of the induction process.

Who We Are Looking For

You do not need previous trustee experience

We particularly want this opportunity to feel accessible to people who may not previously have considered becoming a charity trustee.

You do **not** need to have been a trustee before and you do not need to work in the charity sector.

You may have skills and experience gained through employment, running a business, volunteering, family and community life, public service or another organisation.

What matters most is that you share our commitment to the Monday Club and are willing to take the responsibilities of trusteeship seriously.

We would like trustees who are:

Community-minded

You understand the importance of strong local organisations and care about the people and communities they support.

Responsible

You are prepared to understand the duties of a trustee and help ensure the charity is well stewarded.

Curious

You are comfortable asking questions, listening to different views and wanting to understand how things work.

Collaborative

You can work constructively with other people and contribute to collective decisions.

Forward-looking

You are interested in helping an established organisation evolve and remain relevant and sustainable.

Open and respectful

You value different experiences, ideas and perspectives and are able to challenge constructively when necessary.

Committed to the charity's values

You understand the importance of protecting the trust and reputation that the Monday Club has built over many years.

Skills and experience

As we refresh the Board, we would particularly welcome people who can contribute knowledge, experience or an interest in areas such as:

- finance or financial oversight
- charity governance
- business or organisational management
- communications, marketing or digital
- community engagement
- fundraising and income generation
- volunteer management
- transport or operations
- safeguarding
- partnerships and local networks.

We are not looking for one person who can do all of these things. A strong Board is made up of people with different backgrounds, experiences and ways of thinking.

What You Can Expect From Us

Becoming a trustee should be both meaningful and enjoyable.

New trustees will receive an induction to the Monday Club and its activities, as well as information and support to help them understand their trustee responsibilities.

You will have the opportunity to meet existing trustees, volunteers and people involved in the Club so that you can understand the organisation before being expected to make decisions about it.

We want trustees to feel able to ask questions, learn and contribute.

First-time trustees are very welcome.

Time Commitment and Practical Information

Role: Trustee of Bosham Monday Club

Location: Bosham, West Sussex

Meetings: 3 times a year

Trustees will be expected to attend Board meetings, read papers in advance and occasionally contribute to specific pieces of work or attend activities and events.

We want trusteeship to be manageable alongside work, family and other commitments and will be open with prospective trustees about the likely time involved.

Term of office: Three years with a review after three years, six years maximum.

Payment: Trustee roles are voluntary and unpaid.

Reasonable expenses incurred while carrying out the role can be reimbursed in accordance with the charity's expenses policy.

Appointments will be subject to the eligibility requirements for charity trustees and any appropriate checks relevant to the role.
