

# **ROWSLEY VILLAGE HALL**

## **The role & responsibilities of our Trustees**

### **Trustees**

The role of Rowsley Village Hall's (RVH) Trustees is to serve as a member of the management committee and to offer guidance and expertise, working alongside the staff team to successfully implement RVH's current Business Plan. The Trustees are also responsible for meeting the requirement of funders and the Charity Commission.

### **Recruitment of Trustees**

We need Trustees with varied and diverse backgrounds, experiences, and skill sets, who are committed to ensuring that our charity can deliver on its vision, mission, and aims. Applications are welcome from anyone who feels like they can make a contribution.

We are always looking to recruit new members to our Board of Trustees with a broad spectrum of skills to support the general work of the village hall. We particularly welcome applications from people who live in or around our community and are reflective of our diverse users and programme of activity, including disabled people, people from a global majority background, and young people under the age of 25.

We will also be looking for Trustees with skills to support specific areas of RVH's work. To arrange an informal chat with either a member of our existing management committee team, please contact [enquiries@rowsleyvillagehall.org](mailto:enquiries@rowsleyvillagehall.org)

This special community space hosts a range of different activities and events from education, sports and recreation to a wide range of social activities and community initiatives including an intergenerational community hub, cinema and harvesting project.

As well as a place to relax and play in, Rowsley Village Hall is host to a range of shared activities to enable people of different age groups and backgrounds to come together to enhance our local community environment.

In addition, our lovely village hall is available to hire from small family and social events to larger commercial events, training events, classes. We also have a large audio-visual and sound system.

### **Aims**

To promote individual well-being with a sense of community belonging.

To encourage all aspects of our diverse community to see the village hall as a space within which people can come together as a community, to take part in a range of clubs and community projects, from affordable cinema, social events and sports to craft clubs and sustainability projects.

Our friendly volunteer committee has strong links to local schools, church, parish council and businesses and actively seeks to promote a range of different activities and events. We are always looking for new ideas and to diversify the skills and knowledge of our existing

Trustees who also serve as our volunteer management committee. It is a really exciting time to join us as we continue on our journey of developing the hall in terms of ensuring that it is sustainable into the future and how we might retrofit our building together with developing our social engagement programme.

It's a real privilege to be the custodians of this special community asset but we are also realistic about the economic climate in which we operate and the pressures on funding. We've been reflecting on how village halls like ours can adapt, grow and better meet the needs of our community and ensure that how we work and operate is financially sustainable, including through generating more income from our events, and venue hire, as well as fundraising.

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The role of the Board of Trustees will be crucial in this.

We are looking for Trustees who will make us think about what we do in a fresh and different light; challenge us to be better and share their expertise and insights with us; supporting and working alongside our small team of brilliant staff to create a business model that enables RVH to thrive; and using our community space to deliver exciting programmes of activity that will engage a growing and more diverse audience.

## About Trustees/Management Committee

### The Role

The role of Trustees is to assist the Officers in offering guidance and expertise, working alongside the staff team on RVH's current Business Plan and its practical and pragmatic implementation. Key areas include:

Improvements to how we deliver to our stakeholders, ensuring that we continue to consider everyone's needs at the start of our decision making, using an empathic and inquisitive approach to deliver experiences that will engage more people

Improvements to how we operate as an employer, ensuring that staff all have a sense of purpose in their role, are developing their skills and knowledge and the work is achievable and rewarding

Improvements to how we operate as a community venue, ensuring that we can manage risks, change for the better, develop financial resilience, and have the right people and systems in place to seize opportunities for new investment

Trustees are also responsible for meeting the requirements of funders and the Charity Commission.

### Time Commitment

Trustees are required to contribute a total time commitment of up to four management committee meetings per year (including an AGM in November) together with up to four other meetings per year to work with the Chair, Secretary or Treasurer on developing specific projects.

To be effective, Trustees need to commit the necessary time to read and respond to relevant papers in advance of meetings. In addition, Trustees may be asked to take on specific tasks and activities, or to join or lead a subgroup on issues where they have expertise. Trustees may also be asked to undertake training, either to align with RVH's priorities or to develop relevant skills and knowledge required to fulfil the role.

### Person Specification

We need a Board of Trustees with varied and diverse backgrounds, experiences, and skill sets, who are committed to ensuring that we can deliver on the RVH vision and aims. Applications are welcome from anyone who matches the essential criteria.

Understanding of RVH and its work, and ability to demonstrate or empathise with its aims and values

Ability to think strategically and/or creatively to help drive innovation and change

An understanding of the purpose and role of a Trustees and an ability to work constructively with fellow Trustees and wider stakeholders

Ability to act as a visible ambassador and advocate for RVH, including confidence in supporting fundraising events, and engaging with stakeholders, donors, and supporters

We will also be looking for Trustees with skills to support specific areas of the hall's work in the following areas:

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Finance – to assist the Treasurer with management and oversight of the Hall's finances;

Marketing – to assist the management committee in developing a marketing and communications strategy including social media and website design;

Events planning – to assist the management committee in developing events and creating new ideas and opportunities;

Fundraising – to assist the management committee to identify and apply for relevant grant funding/fundraising events;

Sustainability – to assist the management committee in the development of a retrofit plan including alternative sources of energy (e.g solar/heat pumps/hydropower)

Don't worry if you don't have specific skills or background in the above areas, drop us a line and let us know how you could help!

## **Terms of Appointment**

Terms of appointment are on a rolling basis but ideally we would be looking for Trustees who can give at least a two year commitment

## **Application**

If you would like to apply, please send a supporting statement via email to setting out why you would like to become a Trustee at RVH to [marianne.quick@rowsleyvillagehall.org](mailto:marianne.quick@rowsleyvillagehall.org)

There is no fixed deadline for applications, we will review applications as they are received and aim to respond to you within one week of receipt of your email.

To arrange an informal chat with a member of our Village Hall Management Committee, please contact [enquiries@rowsleyvillagehall.org](mailto:enquiries@rowsleyvillagehall.org)