

## Carers' Support (Bexley)

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### **Carers Support are looking for Committee Members**

We are a charity set up by and for Carers in and around Bexley. Our aim is to make a difference every day and have a positive impact on both the lives of our Carers and the communities in which we work. We are committed to working in partnership with others to ensure that Carers are supported locally. People are very much our business and our small and committed team are undoubtedly our greatest resource.

There are details of the role and responsibilities below. If you interested in an informal chat about Carers Support please contact Vikki [vikkiwilkinson@carerssupport.org](mailto:vikkiwilkinson@carerssupport.org). If you would like a chat about the role and responsibilities Vikki can put you in touch with a member of the Management Committee. (also known as a Trustee Board).

There is also opportunity to observe a Management Committee meeting, please do get in touch.

There are 4 Committee members currently and we hope to have two new Committee members joining us by January 2023. If you would like to apply please submit a personal statement to [vikkiwilkinson@carerssupport.org](mailto:vikkiwilkinson@carerssupport.org) outlining your interest in the role and what you can bring to Carers Support. It is not necessary to submit more than 1 side, and maximum 2 sides please. Shortlisted applicants will be invited to an informal, but structured chat with a Committee Member. This is also an opportunity for you to meet us and ask questions.

Being a Committee Member is an important role in a charity and it is a commitment. As a Carers Support Committee Member, you would be supporting a well-established charity with an experienced staff team who manage the day to day running of the charity.

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### **ROLE DESCRIPTION FOR A CARERS SUPPORT COMMITTEE MEMBER**

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#### **What is a Committee member?**

**Committee members are volunteers who have overall control of a charity and are responsible for making sure it's doing what it was set up to do.**

Carers Support Committee typically meets 5 times a year which includes quarterly Committee meetings and our Annual General Meeting. There may also be meetings or communication in addition to this.

Being a Management Committee member means making decisions that will impact on people's lives. You will be making a difference to unpaid carers in Bexley and your local community.

Committee members use their skills and experience to support the charity, helping them achieve their aims. Committee members also often learn new skills during their time on the board.

The management of a charity is delegated to the chief executive who is responsible to: the board of Committee members, but usually line managed by the chair of Committee members on behalf of the board.

1. To provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of Committee members

2. Together with the chair, to enable the board of Committee members to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters

### **Person specification**

- A commitment to the charity
- Experience of unpaid caring or supporting unpaid carers
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Committee membership
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Committee member of Carers Support (Bexley)**

The duties of a Committee member are as follows.

- Ensuring that the charity pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the charity complies with its governing document (articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not

included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public

- Ensuring that the charity defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the charity
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place
- Ensuring the financial stability of the charity
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

In addition to the above statutory duties, each Committee member should use any specific skills, knowledge or experience they have to help the board of Committee members reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Committee member has special expertise.