

TRUSTEE RECRUITMENT AND INFORMATION PACK 2017

Thank you for your interest in joining the ASK Board of Trustees.

We are pleased to enclose an application pack, which should contain all the information you need about the appointment process and what being a Trustee for ASK involves.

Up until June 2017 ASK was governed by 5 Trustees. In June 2017 Elaine Mills, retired. ASK is currently wanting to recruit 1 to 2 Trustees by December 2017.

The Trustees work closely with the Administrator, Julie Bingham, and Clive Bingham who supports Julie and is currently providing his business expertise during the management system changes that are currently underway. Under the existing Governing document, the current Board of Trustees, ensuring the best mix of skills and experience, appoints new Trustees.

The current Trustees have a variety of skills, which overlap and complement each other. We are looking for people with some of the following skill sets:

- Digital and IT
- Enterprise and business development
- Health promotion / social marketing
- Fund raising
- Developing groups within the ASK membership
- Finance, accounting or book keeping

About ASK

ASK is a small charity 'and is a company limited by guarantee, governed by its Memorandum and Articles of Association for a Charitable Company as amended in April 2011 (and currently under review for 2017), and Bye laws and is registered under the Companies Acts 1985 and 1989. ASK's aims and objectives are to bring to the notice of the public, the great value of Systematic Kinesiology when used as a preventative health care resource and for the reduction of pain and stress, and the enhancement of well-being.

Overview of the current Trustees:

Trustees work on a voluntary, unpaid basis. They can claim back travel expenses and their fee for membership is waived during their time in office. If a Trustee serves more than 5 years they then become an honorary member of ASK once retired.

The current Trustees are Allison Prebble, Alan lam, Sally Prestwich and Liz Sippy. We work really well together and have an excellent relationship with Julie and Clive. We want to add to this positive dynamic. We are enthusiastic, easy going and all share the common goals of safeguarding ASK and its members as well as promoting Kinesiology to the public. We have total trust in and respect for each other and we are looking forward to welcoming more Trustees, involving the membership more and creating the ASK we all want to have in the future.

All of the current Trustees bring a variety of different and common skills and experience including:

- Marketing
- Research
- IT and websites
- Teaching and education

As directors of the charity, we are responsible for setting its overall strategy and direction. We do our level best to ensure that ASK uses its resources effectively to pursue its mission and to promote kinesiology as widely as possible to the public. We work as a team and share tasks between us depending on who has time and who does not at any given point.

What is being a Trustee all about?

The ultimate goal of being a Trustee is to:

- a) Safeguard the charity and its membership.
- b) Promote and further ASK's aims and goals with respect to Kinesiology through education and practice.
- c) Work closely as a team, sharing information and knowledge, working towards good decision-making.
- d) Be able to take on tasks as an individual and able to feedback and discuss with the rest of the group.
- e) Have good communication with each other, respecting our own limits, being willing to discuss, learn and develop new ideas and concepts and communicate to the wider membership.
- f) Ensure that the organisation's policies are in line with current legislation and good practice
- g) Approve and regularly review the organisation's budget
- h) Ensure that all published reports adequately reflect the nature of the organisation and its financial health
- i) Develop and approve the organisation's vision and values
- j) Promote the reputation of the organisation
- k) Represent the organisation at public events
- l) Collaborate with other relevant healthcare bodies and like-minded associations
- m) Listen to, communicate and work with the membership to provide the Association we all want to have.

In order for Trustees to work well it is vital to have trust and understanding and to work unconditionally together for the good of ASK and Kinesiology.

Trustees:

- Have the primary responsibility under charity legislation, for the governance of ASK.
- Work to ensure ASK operates within its Memorandum and Articles of Association and all relevant charity and company legislation.
- Manage, review and develop, the organisation's governance and constitutional arrangements.
- Work to maximise the effectiveness of the Board.
- Set and develop ASK's strategic aims and goals.
- Develop strategy, set overall policy, define goals, set targets and evaluate performance against agreed targets.
- Provide leadership to ensure we are meeting the strategic aims.
- Work with the Administrator, business associates, accountant and all others involved in day to day running and management of ASK.
- Monitor and evaluate financial assets.
- Make decisions and carry out their duties at all times, to the best of their ability, in the best interests of the charity as a whole, as required by current legislation and in accordance with ASK's aims and values.

Overview of regular duties and how we spend our time:

It is very difficult to say how many hours a week each of us spends handling ASK business. Sometimes one of the Trustees takes the lead on an issue and therefore may spend 10 hours in that week dealing with this. Generally, if there are no ASK Days looming and no accounts to check, it is about an hour a day.

- Reading and responding to emails
- Organising speakers and events
- Attending meetings and events
- Liaising with volunteers in specific areas
- Going through the accounts
- Reviewing and developing future strategy
- Interacting with the membership to develop an Association they want in the future
- Finding ways to promote ASK
- Find ways to add value to the membership subscription
- Presenting at the AGM an
- overview of the year and the accounts
- Liaising with Julie to handle and resolve any complaints from the public regarding kinesiology balances they have received from ASK members
- Supporting the membership with regards to each member's specific needs
- Managing any adverse PR issues that arise from articles in the media
- Reviewing all procedures and documents
- Working with and listening to the membership
- Keeping the membership up to date with changes
- Maintaining the Professional educational standards of ASK

Meetings

Trustees are required to attend at least one face-to-face meeting each year and in addition, be available for skype or video messenger meetings 4 or 5 times a year usually between 6pm and 8pm during a weekday. During busy periods and with significant items to discuss, Trustees will have a Facebook messenger or Skype meeting setting aside an hour for this. For decision-making during meetings, a quorum of at least three trustees is required. The Administrator cannot have a casting vote.

It is vital that any applicant has access to the internet, email, Skype and Facebook Messenger and can download documents easily, especially if something urgent arises. The Trustees may have one or more face-to-face meetings after one or more of the ASK days.

Emails: Julie Bingham receives the ASK emails and when relevant, passes any onto the Trustees for their comments, feedback and decision-making. This can require some time during which emails pass back and forth as well as messenger texts and if necessary a live Facebook Messenger meeting. In reality, most issues can be resolved quickly via email correspondence.

In practice, Trustees elect a chair for each meeting so that the workload is distributed and Julie attends to take the minutes.

ASK pays expenses retrospectively, therefore if being out of pocket for a month is likely to cause an applicant issues, they may wish to reconsider their application.

2017 to 2018 period

As you are aware, ASK is undergoing a review in many areas and so for the next 6 to 9 months we need to have meetings over and above those mentioned.

In future, we are planning to hold ASK meetings (either the main meeting or smaller group meeting) in different parts of the country. Not all Trustees are expected to attend. Once a year we may plan a face-to-face strategy development meeting where we would discuss our current position, what is working and what changes would benefit ASK.

In addition to the meetings, Julie will send out relevant emails on possibly a daily basis that need responses from one or more of the Trustees. At times, a reply by one Trustee may be sufficient. At other times, it requires further Trustee discussion and the reply Julie must reflect a collective decision.

As stated, there are many areas of ASK which are currently under review and so for the next 6 to 9 months it will be a busier than usual time for the Trustees, Julie as Administrator and Clive as our business adviser. We therefore require someone who will be able to manage an increased involvement in the development and running of this New ASK Era and who has enthusiasm and passion about moving ASK forward. In this respect, whilst it is not essential for the new Trustee to be a kinesiologist, understanding the ethos of Kinesiology and being able to practice this, is seen as a real advantage.

What are we looking for?

We are looking for someone whose skills, knowledge and experience add to (and some may also overlap with) those of the current Trustees. Someone who is passionate about health and well-being, and is motivated to promote ASK and kinesiology through example, education and by supporting the membership to do the same. We would like someone who is a good communicator; who can work in a team with the other Trustees and administrator, sharing experiences and making decisions based on knowledge, discussion and understanding of specific needs, trust, transparency, professionalism, positivity and with acceptance of each other's limits and expertise. Someone always willing to learn, can remain focussed, work in a structured way, as well as having a flexible approach to any situation that presents itself. We work to a common goal to promote and safeguard ASK and its membership. We would like someone who feels comfortable working with the public and who is enthusiastic to educate the public about ASK and kinesiology.

Good skills and knowledge in relevant areas maximise the quality of governance and leadership provided to an organisation.

As a lot of the communication between Trustees is on-line it is essential that any Trustee must have a fast internet connection.

We feel it is important that the successful person is passionate about optimising health and well-being through professional practice and education promoting these to a wider audience.

Trustees are all unpaid and have many commitments outside ASK. It is good to decide if you could consistently commit to giving ASK your time.

We encourage people to put themselves forward and are keen to fill any gaps in our collective skills and experience.

What happens next?

Please complete the application form setting out details about yourself and your suitability for Trusteeship.

Applications are treated confidentially, and are reviewed by the current Trustees.

Once we draw up a short list, a Trustee will contact prospective Trustees to arrange an informal meeting with two or more of the Trustees. Successful candidates will be invited to join the Board and appropriate induction arrangements made. If unsuccessful, candidates will also be contacted and informed that they have not been successful, and thanked for their interest.

Successful candidates will be asked to meet with at least two Trustees to discuss the role. They may also be asked to Skype or use Facebook messenger with the other Trustees.

They are required to read the CC3 booklet and familiarise himself or herself with information related to Trustees on the NCVO websites (ASK is a member).

Successful candidates who accept the role, would do so on a 3 month trial period to make sure all parties are happy with the new dynamic and the new Trustee feels comfortable and able to commit to the role.

There are several YouTube presentations which we would suggest and ask the new Trustee to watch and there are opportunities to attend induction or a Trustee training day later this year as an induction.

If you have any questions about the enclosed information, please contact Julie Bingham at admin@systematic-kinesiology.co.uk and she will pass your email to the Trustees and one of us will contact you.

We will accept applications until Monday October 30th, 2017.

Want to help but not sure you want to commit to become a Trustee?

We would like the membership to volunteer their skills to the Association. If you have a skill that will benefit ASK and you would like to volunteer, then please do contact us.

Thank you for reading through this pack so far and if you are considering putting your name forward, please do. We are enthusiastic, open, approachable, and honest and believe in the ethos of Kinesiology and all it stands for.

Reading information:

The Essential Trustee, What you need to know. The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

The Hallmarks of an Effective Charity – The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387134/CC10_LowInk.indd.pdf

Conflicts of Interest: a Guide for Trustees

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343408/CC29-_PDF.pdf

Exclusions from holding Trustee positions

- Sections 178 and 180 of the Charities Act 2011 disqualifies anyone who:
 - Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
 - Is an undischarged bankrupt.
 - Has previously been removed from Trusteeship of a charity by the court or the Charity Commissioners.
 - Is under a disqualification order under the Company Directors Disqualification Act 1986.
 - Has entered into a composition or arrangement with their creditors that includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.
- Anyone who has held a position within ASK in the last 5 years.
- It is an offence to act as a charity Trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011.

- Any person aged 16 or over can act as a Trustee of a charitable company provided they are not disqualified for any of the above reasons.

Application form for the Role of ASK Trustee 2017

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Please print in BLOCK LETTERS

Personal details

Surname or family name:

First name(s):

Name you would like to be known by:

Address:

Postcode:

Telephone number:

Email:

How would you prefer us to contact you?

Please submit a CV outlining your employment history and a summary of main duties and responsibilities.

Please also submit a 250-word statement to say why you feel you would make a good Trustee and want to be a Trustee for ASK

Referee: Please can you submit the details of 2 people who could provide a reference

I the undersigned am happy for this information to be passed to the current ASK Trustees via email and their Administrator Julie Bingham and give permission for this information to be stored on the ASK secure drive

Signed

Date

Thank you for completing this form.

Please return your CV and additional information by 12 noon on Monday October 30th, 2017 to:
admin@systematic-kinesiology.co.uk

Alternatively, post to:

Association of Systematic Kinesiology
15 Cygnet Drive
Durrington
Wiltshire
SP4 8LQ