



**Community  
TechAid**

Strengthening  
communities through  
digital empowerment

## Trustee Recruitment Pack January 2023



# Welcome

Are you passionate about ensuring no one is left behind as the world goes digital? Do you share our belief that everyone has the right to access the information, connections, tools and opportunities that the internet and digital access provide? Are you determined to help transform our 'throwaway' culture into one where redundant objects provide the building blocks for new ones? Are you keen to find new ways to inspire and provide opportunities for marginalised young people and other community members?

If at least two of these resonate with you, you may well be the person we're looking for to help Community TechAid deepen our work and raise our impact to a new level. Below we outline the role of a trustee as well as the types of skills, background and experience we are looking for, and how to apply for this role.

You'll find other information about CTA's history, programmes and impact in our [Impact Report](#) and on our [website](#).

I'd welcome an opportunity to have an informal chat with you, and encourage you to send me an [email](#) or text message to arrange this. Whether you have specific questions or would like a more general discussion of our work and trusteeship opportunities with Community TechAid, please get in touch.

On behalf of the Board, I thank you for your interest and hope to hear from you.

With best wishes for 2023 and beyond,

Linda Heiden



Founder and Chair of Trustees

[linda.heiden@CommunityTechAid.org.uk](mailto:linda.heiden@CommunityTechAid.org.uk) | 07894 663 757

# Becoming a Trustee

## 1. What Trustees Do

Trustees, along with our Staff and Volunteers, are 1 of the 3 key groups of people who make up Community TechAid. As a Trustee you'll use your knowledge, skills, connections and experience to ensure CTA achieves its charitable objectives and represents the interests of all our stakeholders.

Key responsibilities of our Trustee Board are to:

- Set the key aims, objectives, and direction of CTA
- Serve as a means of communication with communities CTA exists to serve
- Support and, when needed, challenge staff to ensure the Charity and its resources are well-managed
- Promote and act in the best interests of CTA at all times

## 2. What We're Looking For

We aim for our Trustee Board to provide a broad mix of skills, backgrounds and lived experience. We are particularly interested in people who meet any of the top three criteria below, or any two or more of the others listed below.

1. Accounting qualification, interested in taking up the Treasurer role on the Board
2. Legal experience (with a focus on charity, contract and/or human resources)
3. Substantial trustee board experience within other organisations
4. Experience of, and interest in mentoring staff in, fundraising and/or other means of income generation

5. Experience of, and interest in mentoring staff in, developing publicity, digital communications and marketing, including making best use of social media
6. Experience of social franchising and interest in mentoring staff in this regard
7. Access to networks of potential funding sources and support in the business community and non-profit and statutory sectors
8. Lived experience of one or more of the key demographic groups we serve (e.g., low income families/individuals, disabled, refugees, asylum seekers, NRPF, schools, women's support groups)
9. Individuals from minority ethnicities or communities not currently represented by the board, such as Latino, Muslim, Asian individuals and/or individuals living with one or more disabilities
10. Lived experience of digital exclusion, especially with experience of receiving CTA support
11. At least 2 days time per month to devote to CTA work (required of at least 1 new Board member)
12. Individuals under 30 years of age

### 3. Time commitment

Our Board meets 5 times per year, which include 4 quarterly meetings and an annual strategy session. Members are expected to have read all documents circulated prior (generally one week) to the meeting, so that time is spent only on issues of concern and substantive discussion of key topics. All meetings are held in person at our office near Oval tube station in south London. Dates for the meetings scheduled over the next 14 months are as follows:

Trustee meeting:	Tuesday 7th March 6-8pm
Trustee meeting:	Tuesday 20th June 6-8pm
Trustee meeting:	Tuesday 19th September 6-8pm
Trustee meeting:	Tuesday 28th November 6-8pm
Annual Strategy Session::	Saturday 20th Jan 2024 12-4pm

As part of their induction, new trustees are expected to spend at least ½ day at CTA during their first 3 months to get a better understanding of our work and operations. From time to time, you may be asked for a consultation with staff or other board members.

It would be very helpful to have 1 member, in addition to the Chair, who can devote at least 2 days' time per month (a few hours at a time or however works best by mutual agreement) to CTA work as needed.

Trustees are normally appointed for three years; however, shorter terms can be agreed if needed. Terms also may be extended to six years or more.

## **4. Our other Trustees**

Currently we have five Trustees from a range of backgrounds in the non-profit and private sectors. Some have experience of being charity Trustees, others are newer to Board membership. As a group and individually, we feel that our engagement with CTA has enriched our own personal and working lives.

We value both Trustee experience and the fresh view and perspective that comes with not having been a Trustee before.

## **5. Support for Trustees**

We provide new Trustees with formal and informal training, including, of course, an introduction to the detail of the work that CTA does and the organisations we work with. We also provide continuing support for Trustees as they wish. Each new Trustee can be partnered with a 'Board Buddy' – another Trustee who's happy to meet with them and catch up with them by phone before and after meetings. We want all our Trustees to contribute to the work we do, but we hope in return that their engagement with CTA is a rewarding development opportunity for them too.

## 7. Informal Chat

If you'd like an informal, private chat about becoming a CTA Trustee, and what it might involve, you're very welcome to contact either of the individuals below to arrange a mutually convenient get-together, either by phone, video link or in person:

**Linda Heiden, Founder and Chair of Trustees**

Linda.Heiden@CommunityTechAid.org.uk 07894 663 757.

**Cat Smith, Chief Executive Officer**

Cat.Smith@CommunityTechAid.org.uk 07852 385 624

## 8. Applying to become a CTA Trustee

If you'd like to apply to be a CTA Trustee, we ask you to provide via email:

- A brief summary of your personal background (up to 200 words)
- A brief summary of why you're interested in CTA (up to 200 words)
- A summary of what you hope you'll be able to add to our Board of Trustees in terms of your knowledge and experience, taking into consideration the criteria listed in Section 2 above (up to 300 words)

Also please include:

A completed diversity monitoring form available [here](#). This is separated from your application immediately upon receipt but does help us monitor the range of people we're engaging so that we can keep our work connected with all the communities we serve.

Please email these – marked Confidential – by 12 noon, Tuesday 7 February to:

Linda.Heiden@CommunityTechAid.org.uk, Cc: Cat.Smith@CommunityTechAid.org.uk

## 9. Recruitment Timetable

We're aiming to keep to the timetable outlined below so that we can welcome new Trustees at our 7 March Board meeting. However, if the dates below are impossible for you, please contact Linda (see section 7 above) to discuss possible alternatives.

### Applications

Due 12 noon, Tuesday 7 February

### Interviews

15-27 February

We'd like to interview each candidate in person. We expect interviews to take place in person, if possible, at Community TechAid,, Canterbury Court 3.34, Kennington Park Business Park, 1-3 Brixton Road, London SW9 6DE or via video link if necessary.

Travel and childcare expenses will be paid for anyone asked to attend.

### Announcement of appointments

On or before 1 March

### First meeting of the full Board

7 March 6-8pm

Community TechAid is an organisation that transforms lives. We do remarkable work with our community supporting those experiencing digital exclusion and aim to have a long-term, transformational impact in south London and beyond.

We hope you'll consider joining us, and very much look forward to hearing from you.