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May 2024

**To: Potential Trustees**

Thank you for your interest in becoming an Advice Space Trustee. The Trustee Board plays a key role in Advice Space, leading the strategic direction of the organisation. Trustees bring expertise, knowledge, and commitment to the organisation without any remuneration.

We are currently developing a new Strategic Plan for the period 2024-2029 (Expected May24) focusing on:

* Ensuring the ongoing sustainability and growth of the organisation.
* Developing our service delivery model encompassing our range of sites across Belfast and balancing better the increasing demand for our services with our ability to deliver advice in a range of ways that better fit client needs; and
* Ensuring we operate as a more cohesive and motivated group across Belfast to maximise the benefits we can bring to our clients.

The information provided explains what we are looking for in our Trustees - the role, key accountabilities and tasks and the skills and experience required. The process for applying to become a Trustee is also outlined. More information about Advice Space can be found on our website [www.advicespace.me](http://www.advicespace.me)

**Co-option & Election Process**

The Chair will consider trustee applications of interest and make arrangements to meet with candidates (*this can be online or in-person to suit*). Those who best demonstrate that they can make a positive contribution to the Advice Space service will be recommended to the full Trustee Board for co-option during any year. Elections then occur at the Annual General Meetings of Advice Space thus confirming any co-options agreed.

We are currently looking for individuals particularly with a background in the private and public sectors with skills and experience in key areas such as (*note: this list is not restrictive and nor is the sector)*:

* **IT**
* **Human Resource & employment law**
* **Fundraising/income generation**
* **Tendering**
* **Marketing/branding**

**Time Commitment:**

Board Meetings: 11 meetings from July 23 to July 24 have been agreed month **however this is due to reduce to quarterly meetings after Summer 2024 plus potential for 2 other commitments (e.g. Staff events; Awards etc.).**

AGM: 1 meeting annually *(can be linked to same date as a Trustee meeting)*

In addition, Trustee Board Members are required to be available for the following activities:

* Delegations to funders on behalf of the organisation if required;
* Internal working parties and Sub-committees as agreed by the Board;
* Recruitment and selection panels as agreed by the Board;
* Negotiation with the recognised trade union when/if applicable;
* Representing Advice Space in meetings with other organisations; and
* Consultation and advice to senior staff as required.

Candidates must disclose any information about their personal or professional life which in the Trustee Board’s perception could bring Advice Space into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the service, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates should confirm any other potential conflicts of interest and in addition that within the past 5 years they have not been a member of the Management Committee of any other advice agency in Northern Ireland or represented any other advice agency on another body in any capacity

**Term of office**

The term of office for a Trustee Board member is three years. Trustees may serve a maximum of six continuous years (2 terms). A further period of office may not then be taken without a break of at least two years or by exceptional circumstances agreed by the Trustee Board. The co –option will be subject to mutual review at the end of the first six months.

**Expenses**

Trustees will be reimbursed for travel and subsistence costs when carrying out Trustee business.

**Trustee Induction and support**

All new Trustees will have an induction and receive supporting material.

**Thank you for your interest in the role and I look forward to receiving your application.**

**Yours faithfully**

**Andrew McCartan**

**Chair**