

The Heritage Crafts Association

Trustee Role Description: Secretary

About the Heritage Crafts Association

In the UK, traditional crafts are not recognised as either arts or heritage and so fall outside the remit of all current support and promotion bodies. At the Heritage Crafts Association we are doing what we can to address that situation and safeguard crafts skills and knowledge for the future.

Founded in 2009, the HCA is the advocacy body for traditional heritage crafts. Working in partnership with Government and key agencies, it provides a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills and works towards a healthy and sustainable framework for the future.

We are looking for a Secretary to support us at an exciting time in our development, as we expand both our staff and our activities. Recent projects include undertaking the second phase of the Red List of Endangered Crafts, producing a film recording master gilders at work on board the Cutty Sark and promoting our new Benefactors and Corporate Sponsors scheme at a fundraising dinner at the House of Lords.

You don't have to be a craftspeople to join us – our trustees are a mixture of practising craftspeople and those who are passionate about supporting heritage crafts.

Duties of the Secretary

In addition to the responsibilities common to all HCA Trustees (please see below), the Secretary will have specific responsibility for:

- Ensuring compliance with the HCA's Constitution and Rules, with the Charity Commission's guidelines and with the law
- Acting as the HCA's contact with the Charity Commission
- Maintaining the HCA's register of policies, ensuring policies are up to date and reviewed regularly, and producing or commissioning new policies as required
- Ensuring that committee meetings and annual general meetings are quorate and procedural formalities are followed
- Preparing the agenda, notice, resolutions and any other documents for the annual general meeting
- Coordinating the production of the annual report
- Coordinating and collating the results of Trustee decisions taken outside of meetings
- Inducting new Trustees

Person specification: General

- Be eligible to act as a charity Trustee (see Appendix)
- A commitment to the aims and strategy of the HCA

- A willingness and ability to devote the necessary time and effort
- Willingness to commit to 3 years with the HCA
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak his/her mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team
- Basic IT skills (email, word processing)

Person specification: Secretary

In addition, the Secretary should have high levels of attention to detail and accuracy.

Statutory duties of a Trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

Other duties of a Trustee

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise

Commitment

Five Trustee meetings per year (meetings are held in central London, on Saturdays 11.00–16.00) with additional input up to a maximum of one day per fortnight.

Other information

Expenses: Yes, in accordance with the HCA Expenses Policy and following provision of receipts

Health and Safety Policy: Yes

Insurance Cover: Yes: Public, Employer and Trustee liability

Training: Yes: Trustee induction and ongoing training

Recruitment method

Informal discussion, interviews, references and a trial meeting.

Contact for informal discussion

Judit Seymour, HCA Vice Chair – judit@heritagecrafts.org.uk

To apply

Send a CV and a short covering letter outlining your motivation for applying for the post and your relevant skills and experience to the HCA at info@heritagecrafts.org.uk.



APPENDIX

Trustee eligibility

From August 2018, individuals will be automatically disqualified from acting as a Trustee if:

1. You have an **unspent** conviction for any of the following
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism** offence
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice** yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)

11. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
12. You are **subject to** a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

