

The Heritage Crafts Association

Call for applications: Secretary and Trustees

The Heritage Crafts Association (HCA) is the only UK-wide organisation set up to safeguard and promote the full breadth of traditional craft skills. We are looking for a **Secretary** and additional **Trustees** to join our passionate Board. The successful candidates will be:

EITHER

- Professional craftspeople engaged with the issues affecting their craft and heritage crafts in general.

AND/OR

- Those who support our remit and have professional experience specifically in:
 - Public relations and media
 - Membership schemes
 - Digital marketing
 - Organisational change
 - Charity governance

Previous experience of being a Trustee is not compulsory.

About the Heritage Crafts Association

Founded in 2009 by a small group of craftspeople concerned that traditional craft skills were at risk of dying out, the HCA is the advocacy body for traditional heritage crafts. Working in partnership with government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills, and work towards a healthy and sustainable framework for the future. The HCA is a UK Charitable Incorporated Organisation registered with the Charity Commission for England and Wales and its charitable remit is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

We are a small organisation with four part-time staff and an active Board of Trustees made up of a mixture of practising craftspeople and those with an interest in supporting heritage crafts. We are committed to ensuring that at least one third of the Trustees are practising professional craftspeople.

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.
- If the organisation employs staff, to appoint the manager and monitor his/her performance.

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.

Additional duties for the Secretary role

In addition to the responsibilities common to all HCA Trustees (above), 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 for a Trustee

- Be eligible to act as a charity Trustee.
- A commitment to the aims and strategy of the HCA.

- A willingness to devote the necessary time and effort.
- Willingness to commit to three years with the HCA.
- Strategic vision and an ability to think creatively.
- Good, independent judgment and integrity.
- 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).

Additional person specification for the Secretary role

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

Commitment

Six Trustee meetings per year (meetings are held in Central London or on Zoom, on Saturdays or weekday evenings) with additional input up to a maximum of one half 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 liability.
Training:	Yes, Trustee induction and ongoing training.

Recruitment method

Informal discussion, interviews, references and a trial meeting.

Contact for informal discussion

Judit Seymour, 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 Daniel Carpenter, HCA Operations Manager at info@heritagecrafts.org.uk.

Closing date

Wednesday 17 February 2021, 5pm.

Trustee eligibility

Section 72 of the Charities Act 1993 disqualifies people to act as Trustees who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of organisation trustee or trustee for a organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

