

Organisation Details

Name: Lewisham Spiritualist Church & Community Centre
referred to as "the church"

Location: 65 Boone St, Lewisham SE13 5SE

Reporting to: Board of Trustees and church members

Term Of Appointment: 3 years, (the first trustees will be appointed for 4,3, and 2 years)

Governance: Board of Trustees (3 members),
Committee (5 members),
Members.

An application to become a registered charity will be submitted by the Trustees in 2023, using the Charitable Incorporated Organisation - Association Model Template

Role Description

The main role of a Trustee is to ensure that Lewisham Spiritualist Church & Community Centre fulfils its duty to its beneficiaries through its charitable activities and delivers on our charitable objects and articles contained in the Deeds of Trust and Governing Document.

Main Duties

The duties of a Trustee are:

1. To ensure the church complies with its Deeds of Trust, Governing Document and legal responsibilities under the Charities Act 2011
2. To ensure the church applies its resources exclusively in pursuance of its objectives. The charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
3. 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.
4. To safeguard the good name and values of the church.
5. To ensure the effective and efficient administration of the church.
6. To ensure the financial stability of the church.

7. To protect and manage the property of the church and to ensure the proper investment of the church funds..
8. To prepare and submit applications for registered charity status, and prepare and submit annual returns to the Charity Commission.
9. To deal with any complaints about the church, and respond in writing.
10. To deal with any disciplinary matters relating to membership.
11. To delegate powers to the committee, to allow the effective and efficient administration of the church, and to support the work of the committee with the day to day operation of the church.
12. To administer and manage the voluntary winding up and dissolution of the church, in accordance with the Deeds Of Trust.

The above list of duties is indicative only and not exhaustive. Each Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Qualities Of A Trustee

Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

Commitment to the church's objects/aims, and a willingness to devote time to carry out responsibilities.

Have a strategic and forward looking vision in relation to the charity's objects and aims.

Good, independent judgement, political impartiality and the ability to think creatively in the context of the church and external environment.

Good communication and interpersonal skills and the ability to respect the confidence of colleagues.

Experience, Skills and Knowledge

Essential:

A basic knowledge of charity law and the statutory responsibilities of a Trustee.

A proven ability to lead, organise and manage.

Experience or qualifications in any of the following fields:

- Management
- Communication

- Charity Law
- Financial Management
- Fundraising
- Preparing and submitting applications for registered charity status

Desirable

A knowledge of Spiritualism and Spiritualism practices

Social media marketing, and the use of social media platforms and information technology.

The interview panel may consider other relevant qualifications, skills and experience not included in the Essential/Desirable list.

Time Commitment And Remuneration

Trustees will be appointed to serve for a term of 3 years, after which they may be considered for reappointment by the members, with the exception of the First Trustees, who will be appointed for 4,3,and 2 years respectively.

No trustee may serve more than 3 consecutive terms of appointment.

The Board of Trustees will meet in March (public Church AGM), June, September and December (by Zoom) each year. All trustees are expected to be available to attend all meetings

The Lead Trustee will need to be available to relevant individuals on a regular basis, and in an emergency to support the committee

In addition to board meetings, other contact, usually electronic or by telephone, will be necessary.

The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed, if carrying out business on behalf of the church, at the discretion of the Treasurer.

