

Chair of the Board of Trustees Lonsdale District Scout Council

About the Charity

Lonsdale District Scout Council is a charity, registered in England and Wales, number 1027167.

All charity accounts and returns are up to date and recent reports are available to view on the website of the Charity Commission for England and Wales.

The charity can have up to 12 trustees. We presently have 10. The District has 450 volunteers. It supports 23 Scout Groups, 11 Explorer Unit and one Network Section. The District provide weekly activities to over 1400 young people from ages 4 to 24.

The District provide Scouting Activities over a wide area – from Forton in the south, to Silverdale in the north and west and Hornby and Wray in the north and east, including Lancaster, Morecambe, Carnforth and surrounding villages.

Our District is run by a team lead by the District Lead Volunteer. We have no paid employees.

The District owns 2 Activity Centres at Littledale and Silverdale, providing services and accommodation for young people from our District and beyond. These are run by a Activity Centre Management Team.

The District has no outstanding mortgages or debt.

Lonsdale District exists to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities.

Duties as a Trustee within the District

All Trustees are equally responsible, but they might decide to split the tasks between them.

Trustees work together to make sure the Districts:

Manage money well

- Have enough money for now and in the future. This means having a reserves policy and making sure fundraising takes place, if it's needed.
- Have a budget in place. Trustees then agree how to manage the budget with other volunteer teams.

Follow Scouts policies and relevant legislation

- Follow POR, key policies (including safety, safeguarding, data protection, and equality, diversity and inclusion), and charity regulations.
- Create Trustees' Annual Report and Statement of Accounts
- Have Statement of Accounts examined by an appropriately qualified person before the Annual General Meeting. As a registered charity, they'll need to share it with the charity regulator.
- Hold an Annual General Meeting (AGM).

Look after buildings, insurance and property

- Look after records of ownership of property and equipment.
- Have the right insurance for people, buildings, and equipment.
- Make sure buildings and equipment are working well.

Manage risks

- Maintain a risk register and put the right risk mitigations in place.

Help the charity to operate well, today and in the future

- Work with Lead Volunteers to meet their charity aims.
- Champion Our Volunteering Culture, and make sure volunteers are aware of it, reflect on it, commit to it, and apply it in their teams.

In carrying out the above, Trustees also:

- Make sure effective administration is in place to support the work of the Trustee Board.
- Make sure records of Trustee Board meetings are kept and complete any actions that are agreed.
- Run open selection processes for appointing Trustees.
- Co-opt Trustees onto the Board if they need people with particular skills or knowledge.
- Get expert advice, if needed. This could be on health and safety, managing money, buildings, equipment, or employment.
- Network with other Scouts Trustees to share knowledge and experience.

Appointment

Other than the ex-officio Trustees, appointments are made by the Charity's Annual General Meeting on the recommendation of the Trustee Board.

The Duties of the District Chair

The role of the District Chair requires them to:

- Lead the Trustee Board.
- Plan when Trustee Board meetings should take place and decide what to talk about at each meeting.
- Lead Trustee Board meetings and the Annual General Meeting (AGM).
- Liaise with Lead Volunteers.
- Lead recruitment for new Trustees.
- Support other Trustees by organising inductions, making reasonable adjustments (where needed), checking in to see how they're getting on, and carrying out annual reviews.

In addition, the Chair of Trustees provides support for the Trustee Boards within individual Groups.

As Chair, attendance at all meetings of the Trustee Board is essential. The Chair is an ex-officio member of both the Activity Centre Management Board and the Finance sub-Committee. The expectation is that the District Chair attends these meetings.

The role will initially be for a 3-year period which can be extended, with a maximum period of 9 years.

Informal Enquiries

Any informal enquiries can be sent by email to the District Lead Volunteer, Darren Phillips at darren.phillips@lonsdalescouts.org.uk.

Expressions of Interest

Expressions of interest in the role should be via the form at:

<https://forms.office.com/e/JQV60mN0eA>

Please include any information on similar roles held in the past or at present, and details on what you think you can bring to this role.

Alternatively, you can apply via email to the District Lead Volunteer, Darren Phillips at darren.phillips@lonsdalescouts.org.uk.

Appointment

Following discussions by our search team, a list of candidates will be given to the District Lead Volunteer who will meet with the shortlisted candidates and then make a recommendation to the board. The appointment will be made by the Charity's Annual General Meeting on the recommendation of the Trustee Board. This will take place on 26th June 2025.

Closing Date

The closing date for expressions of interest will be Monday 9th June 2025.

<https://www.lonsdalescouts.org.uk/wp-content/uploads/Chair-of-the-Board-of-Trustees-v2.pdf>