

Every Parent & Child  
  
Trustee Recruitment   
Pack 2019



About EPC

Every Parent & Child (**formerly** known as Enfield Parents & Children) was set up in April 1995 and became a registered charity in January 1996. The charitable objectives are to advance the education of children resident or educated in the London Borough of Enfield and surrounding areas, regardless of culture, beliefs or language, who, because of difficulties in the school or home environment, require special assistance to help them complete their education.

EPC is a well-known and respected local charity that provides much-needed services to children, young people and families. We are valued by families, professionals and other voluntary organisations for our expert and timely advice, practical help and emotional support that we give to families.

Our Mission & Vision

EPC’s mission is to enable London children and young people, particularly those with Special Educational Needs and/or Disability, to thrive and succeed in education, their families and the community to improve their life chances.

Our Vision

Our vision is for EPC to be the recognised and trusted organisation representing the voice and aspirations of all London children and young people and to support them to learn, develop and thrive within their families and the community.

Our Impact

Please take a few minutes to read our 2017/18 Impact Report. You can download the PDF document at <https://bit.ly/2EnQGkv> or request a copy from the Volunteer Co-ordinator.



**Our Governance**

**About our Board**

Our Board has a maximum of 12 Trustees. Amongst the Trustees there are three Officers - Chair, Treasurer, and Secretary.

**Becoming a Trustee**

Applications are welcome from anyone who is not currently an employee or service user of the charity. All applications will be reviewed by a Board member and a member of the Senior Management Team and applicants will be invited to attend a Board meeting and meet current Trustees. Successful candidates will be recommended to the Board.

The Board will appoint the new Trustees, who will then be elected by Members at the next AGM.

**The role of an EPC Trustee**

The Board of Trustees are individually and collectively responsible for the overall governance and strategic direction of EPC, our financial health, and the probity of our activities. They are responsible for developing EPC’s aims, objectives and goals in accordance with our Articles of Association and taking full account of legal and regulatory guidelines.

**Principal responsibilities:**

We are looking to appoint 5 new Trustees. Terms of office formally start following confirmation by members at the AGM in July. Potential new trustees can attend and contribute to board meetings on a co-opted basis, and will be formally confirmed at the following AGM.

**Strategic leadership**

* To contribute actively to the Board of Trustees' role in giving firm strategic direction to EPC, setting overall policy and defining goals.
* To set and agree targets and regularly monitor and evaluate performance against these.

**Governance**

* To ensure EPC’s governance is of the highest possible standard and fully complies with its Articles of Association.
* To safeguard the good name and values of EPC by ensuring the organisation complies with charity law, company law and fulfils all legal and regulatory requirements.
* To work within any agreed policies adopted by EPC.

**Financial probity**

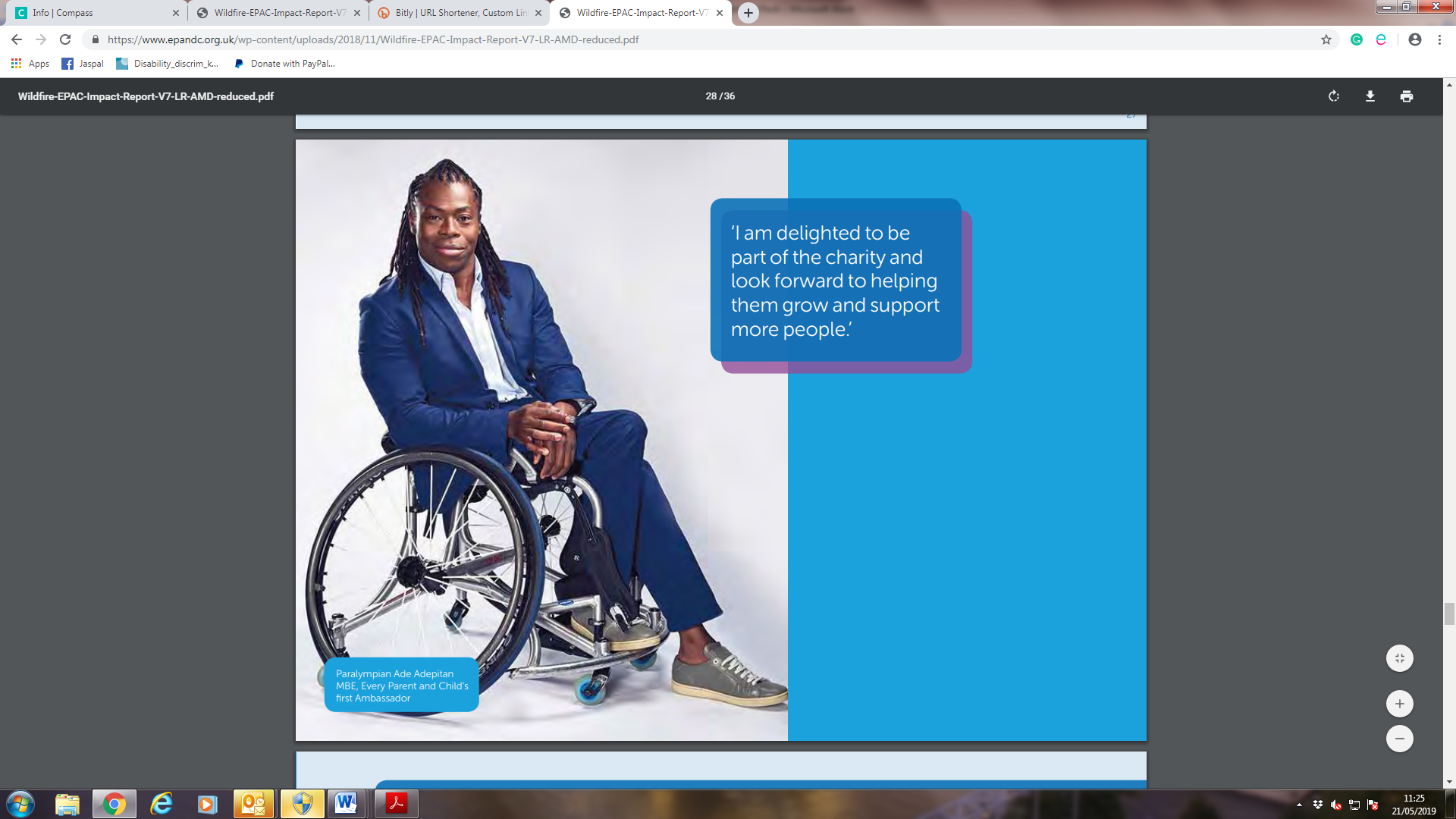
* To oversee the financial stability of EPC and to ensure robust systems are in place for financial accountability.
* To protect and manage the property of EPC and to oversee the proper investment of the organisation's funds.
* To ensure EPC applies its resources exclusively in pursuance of its charitable objects.

**External relationships**

* To act as an ambassador for EPC including acting as a spokesperson when appropriate.
* To represent EPC at meetings and events as required.

**Extra duties**

* Fulfil additional duties as agreed with the Board in accordance with the terms of reference communicated.



**Life as an EPC Trustee**



**Vishnee Sauntoo, Chair**



Thank you for your interest in Every Parent and Child.

I’ve been a trustee for Every Parent and Child for four years and the Chair   
 for the past three years. I became interested in the charity because I was   
 looking for ways that I can give back to my community using my   
 experience and expertise. I found the perfect way to use my experience   
 and do something important that can make a difference to children and   
 their families. I brought 18 years of Marketing and Communications   
 knowledge in the third sector to Enfield, the area where I grew up.

Joining Every Parent and Child right now, means you are joining at a very   
 exciting point, where we looking to expand our organisation and bring our   
 vision forward. For the past 23 years we have worked in the Enfield area   
 supporting children and young people with special education needs and   
 disabilities and their parents. We have offered mentoring, counselling and   
 many other services and now we want to grow and expand our services   
 across London and beyond.

We are looking for new trustees to help us implement our new strategy   
 and take us towards our new goal. If you are interested, please contact us   
 and we’d be happy to discuss the position further.  
  
 VIshnee Sauntoo

**Leo Meggitt, Trustee**

I have been a Trustee with EPC for 2 years and I have love working with them. I joined because I was seeking to add a voluntary role in the charity sector alongside my professional career as a consultant in the city. I chose EPC because I have always felt very strongly that families, and in particular, children and young adults, should have access to opportunities and often they need some guidance and support along the way.   
  
The social and educational support that EPC provides is invaluable in the local community and given the expansion plans, there is a real chance that the wonderful service can be developed across other areas of London (and beyond!).   
  
I am part of the Marketing Sub-committee and alongside general Trustee duties, I am trying to help with fundraising and marketing strategies which is a great challenge and very rewarding.

I live locally in Enfield with my wife and 2 young daughters.

Leo Meggitt

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**Person specification**

All candidates must be able to demonstrate:

* Commitment to the organisation
* Willingness to devote the necessary time and effort
* Good, independent judgement and an ability to focus on arriving at a decision
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* Appreciation of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Tact and diplomacy
* Willingness to undertake training to aid their role as a Trustee

**Time Commitment**

You will be asked to attend approximately 6 board meetings a year (including the AGM). These will be held in the evenings, and some may be online. You will also be expected to join a subcommittee which will meet three or four times a year, either during the day or in the evening. For each of these meetings there will be papers to read in advance.

In addition, you will be expected to take some training each year to update your skills as a trustee but when and how this is undertaken is negotiable.

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**Trustee Role Description**

Every Parent & Child (EPC) is a well-known and respected local charity that provides much-needed services to children, young people and families. We are valued by families, professionals and other voluntary organisations for the expert and timely advice, practical help and emotional support that we give to families.

Our mission is to enable London children and young people, particularly those with Special Educational Needs and/or Disability, to thrive and succeed in education, within their families and in the community, and to improve their life chances.

Our vision is for EPC to be the recognised and trusted organisation representing the voice and aspirations of all London children and young people and supporting them in fulfilment of our mission.

The recruitment of new trustees (also known as directors) comes at an exciting time for the organisation. Following its success in delivering service in the London Borough of Enfield, the charity is now growing and expanding its offer across north London. As a trustee, you will work closely with your Board and the CEO to steer the organisation through and beyond this new phase of its development. We are open to applicants from the private, public and voluntary sectors with particular experience in business development, income generation, partnership network management and governance expertise.

**The responsibilities of a trustee (director) are:**

* To ensure that the organisation complies with charity law, company law and any other relevant legislation or regulations.

* To ensure that the organisation complies with and pursues its objects as defined in its governing documents (i.e. memorandum and articles of association, trust deed, constitution).
* To ensure the organisation applies its resources exclusively in pursuance of its objects.
* To contribute actively to the Board of directors’ 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 ethos of the organisation.
* To ensure the financial stability of the organisation.
* To appoint the Chief Executive Officer and monitor his/her performance.
* In addition to the above statutory duties, each director should use any specific skills, knowledge or experience s/he has to help the Board of directors reach sound decisions and further the objectives of the organisation. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives or using contacts and resources to promote the organisation.

It is expected that trustees will attend meetings of the Board, in person or virtually, at least four times a year.

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## TRUSTEE DECLARATION OF ELIGIBILITY

**I declare that:**

* I am over age 18.

* I am not an undischarged bankrupt.

* I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
* I am not under a disqualification order under the Company Directors’ Disqualification Act 1986.
* I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
* I undertake to fulfil my responsibilities and duties as a Trustee of Every Parent & Child in good faith and in accordance with the law and within Every Parent & Child’s objectives/mission.
* I do not have any financial interests in conflict with those of Every Parent & Child (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interest, and I will absent myself entirely from any decision on the matter and not vote on it.

Name: ………………………………………………………….  
  
  
Signed: ………………….……………………………………

Date: ……………….…………………………………………

