



RECRUITMENT OF CHAIR OF TRUSTEE BOARD

Voluntary Role

Hackney Migrant Centre (HMC) is seeking to recruit a chair to support our work and the development of a longer-term strategy for the organisation and to help ensure its financial and organisational stability.

HMC was established in 2007 to provide advice and support to migrants to help them overcome problems with their immigration status and in accessing services. We welcome all migrants, regardless of immigration status or nationality.

We run a weekly advice service with the help of our volunteers and professional advisers. Visitors can receive initial immigration, housing and welfare advice, as well as advice and support on accessing a GP and dealing with charges for hospital care. In addition, our immigration advisers, caseworkers and volunteers work with visitors to resolve the urgent problems facing them, such as destitution and homelessness, and to secure legal advice to help them regularise their status.

As the environment facing migrants has become ever more challenging, we have expanded the scope of our work. Our staff team has increased from one part-time worker in 2007 to a team of eleven people, some part-time and we now have a budget of nearly £600,000 a year.

Our trustees have always been actively engaged with HMC's work and some volunteer regularly at our weekly sessions. Our current chair is stepping down from the role after three years but will remain an active member of the board. This is an opportunity for someone with the relevant experience to make an important contribution to the work of this well-respected local charity at a crucial time in its development.

We welcome applications from people from a range of backgrounds and experience who would be happy to take up this exciting challenge. We are particularly keen to recruit trustees from the global majority and those with lived experience of migration and/or the Hostile Environment.

If you would like to be considered, please write to our secretary, Recruitment@hackneymigrantcentre.org.uk by **midday on Monday November 13**, attaching a CV and a brief statement outlining why you are interested in the role and what you could bring to it (no more than two sides of A4). You are welcome to contact Rosemary if you would like to discuss this informally before applying.

See the job description below for further details and for more information about HMC visit www.hackneymigrantcentre.org.uk

WHAT WE ARE LOOKING FOR IN OUR NEW CHAIR

All HMC trustees must have:

- An understanding of the issues facing migrants and refugees and a commitment to migrants' rights
- A commitment to the aims of HMC and to its visitors
- Willingness and ability to take an active role in the trustee board
- Integrity and commitment to working for the good of HMC and its visitors
- Willingness to speak their mind and to evaluate decisions critically
- An ability to work effectively as a member of a team for the good of HMC.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- A demonstrable commitment to Equity, Diversity and Inclusion (EDI) principles and practice

In addition, the **chair** should have:

- The ability and willingness to coordinate and lead the trustee board.
- Knowledge and experience of charity management and governance, as an employee, trustee or volunteer, in order to support and the CEO in leading the organisation
- Experience of planning and chairing meetings – experience of chairing a trustee board would be an advantage, though not essential
- Understanding of the local voluntary sector environment and the issues facing voluntary organisations
- Excellent communication skills, including tact, diplomacy and powers of persuasion
- Confidence in public speaking and an ability to represent the organisation at events and meetings with external stakeholders and supporters
- The ability to commit time to the role – we estimate up to five hours a week on average and occasionally up to 10 hours per week



TRUSTEE JOB DESCRIPTION

Being a Trustee of Hackney Migrant Centre

The trustees of Hackney Migrant Centre play a vital role in the organisation. They are responsible for ensuring that its services are maintained and developed for the benefit of its visitors, in line with HMC's ethos and objectives.

HMC staff are responsible for the day-to-day running of HMC's services but trustees work closely with staff in discussing and deciding on policy issues, staffing developments and campaigning, overseeing finance and fundraising to ensure that the organisation is sustainable and in monitoring the impact of HMC's services.

Our trustees are recruited according to our Trustee Recruitment Policy. We welcome trustees from a variety of backgrounds to ensure that a broad range of skills and experience are represented. Trustees are encouraged to gain first-hand experience of the work of HMC but regular volunteering is not a requirement.

The Charity Commission

Hackney Migrant Centre is a charity registered with the **Charity Commission**. This gives the organisation many advantages, and places some legal obligations on trustees. The Charity Commission states that the six main duties of trustees are to:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

Further details at <https://www.gov.uk/guidance/charity-trustee-whats-involved>

What are Trustees of Hackney Migrant Centre are expected to do?

All trustees are expected to attend the ordinary trustees' meetings as well as other meetings and events where possible/appropriate. The main activities which HMC trustees are involved in are:

- **Ordinary Trustee Meetings** – these are the major decision-making forum for trustees. They are held in the evenings roughly every six weeks and generally last around two hours. They are usually in-person. The Director, and other staff where relevant, also attend. There are also occasional special meetings when necessary.

- **Trustee awaydays** – we organise an annual awayday which takes place on Saturdays, normally half a day, at a local venue.
- **Annual Meeting** – this is a public event to publicise HMC’s activity during the year, generally with a specific theme and invited speakers. Supporters, partners and funders are invited.
- **Sub-committee meetings** – we currently have **Finance and Fundraising** and **Employment sub-committees**. These meet roughly every three months, or as necessary and are generally online. They include some trustees and relevant staff members. Any decisions/proposals are reported to the full board for discussion/approval.
- **Appointments and interview panels** – One or more trustees normally sit on panels for the appointment of new staff. Members of the employment sub-committee are also involved in drawing up job descriptions in consultation with staff.
- **Other events** – HMC organises or supports a number of other fundraising, campaigning and social events. Trustees are encouraged to participate where possible and may take a role in organising events, in collaboration with staff and volunteers.

HMC trustees are expected to have:

- An understanding of the issues facing migrants and refugees
- A commitment to the aims of HMC and to its visitors
- A demonstrable commitment to Equity, Diversity and Inclusion (EDI) principles and practice
- Willingness to take an active role on the trustee board, to speak their mind and to evaluate decisions critically
- An ability to work effectively as a member of a team for the good of HMC.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee



TRUSTEE CHAIR JOB DESCRIPTION

The role of Chair

The chair of the trustee board is the 'public face' of the Hackney Migrant Centre's (HMC's) trustees; the main channel of communication with staff; and responsible for chairing and managing board meetings and, with the secretary, ensuring that decisions are implemented and actions followed up.

The chair has the general responsibilities of a trustee (see trustee JD) to ensure the financial sustainability of HMC and that it is carrying out its work for the public benefit in line with its charitable objects. Decisions affecting the running of HMC and its finances will be taken by the board as a whole, either at the board meeting or if urgent via email. The chair does not have individual decision-making responsibility or power (but does have a deciding vote at board meetings).

The specific duties of the chair include the following:

Trustee meetings

- Agree the agenda (with the secretary and in consultation with the CEO) of trustee board meetings, sub-committees and other meetings where relevant.
- Chair the meetings and ensure that all key decisions are discussed and agreed on; and that all trustees (and staff/others attending where relevant) are able to participate fully.
- Agree the minutes with the secretary and ensure that actions are clearly assigned, decisions are implemented and that actions are completed.
- Support the development of the board of trustees through ensuring induction and training is available.
- In the absence of the chair, the vice chair will chair the meetings.

Communication with staff

- Be the main point of (formal) contact between the staff and the trustee board; represent the board's views to the staff in e.g., staff meetings/workshops; be the contact for staff relative to disciplinary matters
- Meet regularly (in person or otherwise) with the CEO to receive updates and discuss key issues/challenges/opportunities arising from HMC's work.
- Provide supervision to the CEO in the form of wellbeing check-ins; setting development goals; agreeing priorities and discussing the challenges involved.
- Lead the process of supporting and appraising the performance of the CEO

- Chair a (new) Equity, Diversity and Inclusion (EDI) working group, and take a lead in overseeing the CEO's development and implementation of HMC's commitment to EDI
- Chair trustee recruitment panels and nominate a trustee/trustees to attend relevant staff recruitment panels.
Another designated trustee may take on the role of supervising/carrying out appraisal with the CEO as agreed by the trustee board.

Public face of the board

- Contribute to the Annual Report and chair the public meeting to launch the report with staff, volunteers, visitors and other stakeholders
- In consultation with the CEO/other trustees, respond to public issues/policy developments e.g., via social media
- Speak on behalf of HMC at public events

Other specific duties

- Be a signatory on HMC bank accounts and approve payments where relevant
- Sign contracts/approve transactions where relevant
- Respond to urgent issues raised by the CEO
- Ensure, with other trustees, that succession planning takes place.

The specific duties attached to the chair's role may change and/or be taken on by another trustee by agreement of the board as a whole. Any duty may be taken on by the vice chair temporarily (if the chair is absent) or permanently (by agreement between the chair and vice-chair).