

# Trustee recruitment pack

May 2024



At Share Bristol we make it easier for people to borrow the things they need to live their lives - such as tools for projects around the home and garden, kit for adventures and parties and more.

Join us, and share our journey.

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## Welcome

Thank you for your interest in becoming a Trustee, and a company director, of Share Bristol.

We're at an exciting time in our journey. Our first Library of Things in Kingswood is relatively well-established and we've just opened Share Bristol Bedminster, but we know things could be even better and there is so much more we could do and more people we could reach.

Now we have got over the challenges of setting up a new organisation, getting things up and running and becoming a charity, we need to bring in some specific skills and experience to help us grow and develop.

We already make a difference in many ways, including reducing waste, creating more space in homes and giving people better access to things. At the moment our impact is focused around the Kingswood and more recently Bedminster areas, but there are still many people who are not aware of us, or of the potential for Share Bristol to help them in their lives. We would like to reach more people across the whole of Bristol, in particular north Bristol.

We are looking for Trustees who complement our existing skills and experience, and right now we are particularly interested in people with skills in **strategic marketing, PR and/or communications**.

As a Trustee, you will be part of a small team leading Share Bristol as we ensure our charity is as good as it can be and reaches more people, whilst listening to our local communities, being inclusive, and responding to local demand. There is so much scope for bringing your ideas and experience to make a difference with Share Bristol.

Our team is friendly and welcoming, and some are able to give a lot of time, others a lot of expertise (some have both of course!). We're a flexible bunch who meet once a quarter at the moment, but communicate frequently between meetings and see each other informally at the Library of Things, along with our ever-growing team of volunteers.

All are welcome and we are particularly keen to hear from people who belong to groups who are under-represented in the environmental field.

If you've got any questions and want to chat please contact us on [hello@sharebristol.org.uk](mailto:hello@sharebristol.org.uk)

We look forward to hearing from you,

Ben, Anna P, Lindsay and Anna R

Share Bristol Trustees

(you can read about us [here](#))



## About Share Bristol

Share Bristol is a charity, previously a community interest company, that makes it easier for the people of Bristol to borrow rather than buy the things they need to live their lives.

### Vision, mission and values

**Our vision:** Everybody shares.

**Our mission:** To make it easier for people to borrow the things they need to live their lives through a Library of Things.

**Our values:** Be community-focussed, accessible for all, work with others and uphold the six Rs of sustainability: Rethink, Refuse, Reduce, Reuse, Repair and Recycle.

### Who we are

We're currently a dedicated group of four Trustees, two part-time Library Managers and over twenty regular volunteers.

### More information

You can read lots more about who we are and what we do on our website:

[www.sharebristol.org.uk](http://www.sharebristol.org.uk)

You can find our full registration with Companies House [here](#) and with the Charity Commission [here](#).



## Wanted: Skills, knowledge and experience

We are currently seeking a new Trustee with excellent skills, knowledge and/or experience in strategic marketing, PR and communications to be our lead in these areas.

Our limited communications and marketing activity is currently led by Anna Perry at Trustee level, and a small team of volunteers manage our social media, led by Kingswood Library Manager, Abi Finch.

We don't expect you to be the highest level of expert in all these areas, as long as you're happy to research, learn from others, develop your skills where we need them and admit when you need some help and guidance. We also don't expect you to do everything yourself, we work as a team and help each other out, and we have volunteers to help you.

What matters to us most is that you have passion for what we're doing, are rooted in our values, and have a drive to see us do things right and succeed.

## Commitment

We are looking for Trustees to commit to:

- A minimum of 10 hours per month on Trustee and administrative activities
- Quarterly meetings, held in the evenings
- Being the responsible person at a Library of Things for at least one lending session a month

Trustee posts will be reviewed annually, to ensure we have the right skills, knowledge and experience leading us and that Trustees are each adding value to our charity.



## Being a Share Bristol company director and Trustee

Although Share Bristol is a charity, we are also a limited company, and our Trustees are therefore also company directors. A company director is appointed to a limited company to manage the day-to-day business activities and finances and to ensure all statutory filing obligations are met. Directors must act lawfully and honestly and make decisions for the benefit of the company and its members. Our directors must be over 18 years of age.

### Trustee and company director role description

The duties of a company director fall under the Companies Act 2006, and your responsibilities to Companies House are explained clearly on the government website [here](#). The requirements of charity Trustees are outlined [here](#).

As a Share Bristol Trustee and director you will:

- Ensure that Share Bristol applies its resources exclusively in pursuance of its objectives
- Ensure that Share Bristol complies with all aspects of its governance, relevant legislation and statutory guidance
- Keep informed about the activities of Share Bristol and wider local and national issues which affect its work
- Contribute actively to the role of the Board of Trustees
- Ensure that Share Bristol conducts its business in accordance with the values agreed by the Board
- Safeguard the reputation of Share Bristol
- Declare any conflict of interest in agenda items at Board meetings or at any other time if they become apparent while carrying out Trustee duties
- Be collectively responsible for the decisions of the Board and all aspects of Share Bristol's business
- Ensure the efficient and effective administration of Share Bristol's affairs
- Ensure the financial stability of Share Bristol
- Protect and properly manage Share Bristol's assets and to ensure prudent investment of its funds
- Ensure that Share Bristol is adequately insured against all reasonably foreseeable liabilities
- Use any specific knowledge or experience to help the Board reach sound decisions
- Make every effort to attend Board meetings and come well prepared to make a contribution to decision-making, having read the agenda papers in advance
- Give apologies for absence as soon as possible before any meeting which a Trustee is unavoidably prevented from attending
- Participate in other tasks which arise from time to time, such as promoting Share Bristol's public profile

## Code of conduct

Each of our Trustees and wider team must agree to our Code of Conduct:

- Stay focused on our vision, that everybody shares
- Uphold our values: community-focussed, accessible for all, work with others and uphold the six Rs of sustainability: Rethink, Refuse, Reduce, Reuse, Repair and Recycle
- Take responsibility and be accountable for performing your allocated roles efficiently, reliably and effectively, to the best of their ability
- Appreciate the efforts of other team members and treat them in a way that is respectful, transparent and fair, allowing for differences in background, characteristics, disposition, skills and abilities
- Help other people to develop their skills and gain experience in relevant areas
- Manage and dispose of the assets of Share Bristol in accordance with the asset management policy
- Highlight potential, perceived or actual problems or issues to another Trustee promptly, offering required information and support, so that they can be dealt with appropriately
- Act with integrity and professionalism, in person and through all media and communication channels
- Safeguard the resources of Share Bristol and its partners through reducing waste and making best use of assets - including people, skills and things
- Promote the interests of Share Bristol, through volunteering your time, helping to spread awareness of our work and talking positively about the work that Share Bristol does
- Be seen to respect and uphold Share Bristol's agreed position, policies and procedures, whilst using appropriate methods and channels to challenge us to do better
- Comply with Share Bristol's policies, procedures, guidance and relevant external laws and regulations
- Disclose any actual or potential conflicts of interest or other issues that may impact, or be perceived to impact, on their ability to perform your role to the required standard or to adhere to this Code of Conduct or other relevant requirements.

## Steps to becoming a Trustee

Being a Trustee is a serious thing, and we want to ensure that we run Share Bristol well for the benefit of the community. So there are a few steps to take:

### 1) Register your interest

Initially, you need to tell us a bit about yourself, why you are interested in becoming a Trustee and what skills and experience you can offer. Please send your CV and a covering email explaining this to [hello@sharebristol.org.uk](mailto:hello@sharebristol.org.uk) marked 'Trustee Expression of Interest'. If you would like to discuss the opportunities in any more detail first, please also email with your contact details and ask that an existing Trustee gives you a call. You might also want to pop in and see us at a Library of Things.

### 2) Interview

We'll get in touch to ask any clarification questions that will help us to decide if your skills and experience are a close enough match to what we are looking for right now. If it looks like it could work, we will set up an interview between you and two of the existing Trustee. This will also give you an opportunity to ask questions of us.

### 3) Becoming a Trustee

Once you're offered the role, you'll need to submit a couple of forms:

#### **Director Confirmation of Application Form**

This collects your contact details, and allows you to summarise your motivation, skills, experience following our discussions at interview. This also where you agree to the terms and conditions of being a director, pending various checks:

[www.smartsurvey.co.uk/s/L6UPY4/](http://www.smartsurvey.co.uk/s/L6UPY4/)

#### **Director Declaration of Interest Form**

Here you declare any conflicts of interest or other things we should know about:

[www.smartsurvey.co.uk/s/3CIUW5/](http://www.smartsurvey.co.uk/s/3CIUW5/)

We will carry out due diligence to ensure you are suitable to be a Trustee, by asking for references and searching the following government databases:

- Register of Disqualified Company Directors  
[www.gov.uk/search-the-register-of-disqualified-company-directors](http://www.gov.uk/search-the-register-of-disqualified-company-directors)
- Individual Insolvency Register and the Bankruptcy or Debt Relief Restrictions  
[www.gov.uk/search-bankruptcy-insolvency-register](http://www.gov.uk/search-bankruptcy-insolvency-register)

At this stage we will also work with you to complete a:

#### **Basic DBS check for working with vulnerable adults**

This is a check of your police record, to ensure that we are safeguarding our community as our Trustees are in a position of power within the company and we work with potentially vulnerable volunteers and members. Share Bristol will cover the cost of this.

### 4) Final steps

Following successful background checks and attendance at your first Board meeting, we will register you with Companies House and the Charity Commission and celebrate you being on board!