



**We are the  
Lyde Green  
Community  
Association.**

**Thanks for  
your interest.**

## Who are we?

The Lyde Green Community Association (LGCA) began life back in 2015 as a small group of residents who wanted to organise a Christmas get-together to generate a sense of community in a new area. Several years on we now have a full committee with 8 Trustees, a number of active volunteers, over 200 members and lots of partner organisations! We have also become a registered charity!

Alongside putting on events and working in partnership with our stakeholders to make Lyde Green a great place to live and visit, we have taken on management of the newly built Lyde Green Community Centre (LGCC). The LGCC opened for business in August 2018 and continues to go from strength to strength – ensuring that we're busier than ever!

We now have all of the benefits, plus a few extra responsibilities that come with managing the Community Centre and our status as a CIO (Charitable Incorporated Organisation)

Registered Charity Number: 1172725

## Trustees, Honorary Officials and Employees

The LGCA currently has 8 Trustees, including the three officers who fulfil the roles of Chair, Vice-Chair and Secretary. The post of Treasurer is currently open. Our Trustees come from a variety of backgrounds with a wide range of experience, professions and ages.

The Charity currently employs 2 Community Centre Assistants and a Temporary Community Centre Manager. We will shortly be recruiting a permanent Community Centre Manager and a Community Development Worker/Community Connector to lead the running of the LGCC using an Asset Based Community Development Approach. This approach will ensure the activities and services LGCA provides engage with, and respond to, the priorities of the local community.

## Our Vision

An engaged community that is safe and welcoming to everyone.

## Our Mission

To be a trusted voice for the residents of Lyde Green, connecting the community together. To work closely with partners to create opportunities for everyone to get involved in Lyde Green life.

## Our Strategic Aims

- To listen to and represent the views and best interests of those living in Lyde Green.
- To develop a community spirit and sense of pride across Lyde Green.
- To help improve the local area and support its activities for those that live here.
- To work together with all local partners for the benefit of Lyde Green residents.

## Our Values

### Open and honest

We believe in acting with integrity and being clear about what we can and cannot do.

### Respectful and Professional

We believe in treating everyone as we would like to be treated, valuing people's different needs and aspirations.

### Passionate

We are passionate about working together to achieve our vision and aims.

### Inclusive

We want to involve and communicate with all residents, groups and partners.

### Proactive and Creative

We have a can-do approach and will use creativity to inspire and engage with residents.

## How can you help?

The LGCA are currently looking to co-opt up to 3 additional Trustees to assist with the strategic operation of the Charity. One of these Trustees is to fill the role of Treasurer.

As a minimum we would expect regular attendance at our Monthly Committee Meetings which take place at 7.30pm at Lyde Green Community Centre on the first Tuesday or Wednesday of each month. However, if you have more time to offer then we can certainly make use of it!

We are particularly keen to hear from anyone with a background in Finance/Accounts or Human Resources and are also looking for a potential shadow Secretary and/or Treasurer to improve the resilience of the organisational structure.

Please take a look at the Trustee Role Profile for further information about the role of a Trustee.

## Benefits

There are a variety of benefits to being a trustee!

The LGCA will reimburse you for any reasonable expenses incurred directly as a result of your duties as a Trustee.

It's a fantastic way of gaining further experience of management roles. No matter what role you play, you would be making a huge contribution to the charity and the community as a whole. Working as part of a team of people in a variety of fields is a tremendous boost to your skills and looks brilliant on your CV. Training can also be provided in a number of related areas.

The role also provides a great opportunity to learn from other people and benefit from the wealth of experience and knowledge the other members of the committee can offer.

Becoming a Trustee is a great way to meet new people, make friends and above all, have some fun!

By becoming a Trustee you would be committing your time to a good cause whilst developing your skills. It's a position that can be tremendously beneficial on a personal level whilst also doing a lot of good in the community. What have you got to lose?

# Trustee Role Profile

## ROLE DESCRIPTION FOR A TRUSTEE

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### Trustee of Lyde Green Community Association (LGCA)

The duties of a trustee are as follows:

- Ensuring that the LGCA pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the LGCA complies with constitution, charity law, company law and any other relevant legislation or regulations
- Ensuring that the LGCA applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the LGCA defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the LGCA
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the employed staff

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **ROLE DESCRIPTION FOR A TREASURER**

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Note: The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

### **Treasurer of Lyde Green Community Association**

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Running monthly Payroll and PAYE/Pensions
- Overseeing and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

## **Person specification**

In addition to the person specification for a trustee, the treasurer should have the following qualities:

- Financial qualifications and/or experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

## I have a question about...

We're happy to answer any questions you might have so please feel free to get in touch:

Email – [partnership@lydegreenca.org](mailto:partnership@lydegreenca.org)

Phone – 07878608018

To find out more information about the Lyde Green Community Association and Centre you can visit us online at [lydegreenca.org](http://lydegreenca.org) or find us on Facebook. Alternatively, you're very welcome to arrange an informal chat over coffee or pop in and see us at Lyde Green Community Centre!

Our constitution can also be found on our website.