

NEW MILLS & DISTRICT  
VOLUNTEER CENTRE  
TRUSTEE  
RECRUITMENT PACK



**New Mills & District**  
VOLUNTEER CENTRE

33-35 Union Road, New Mills, High Peak, SK22 3EL

[www.nmvc.org](http://www.nmvc.org)

Charity Number: 1097655 Company Number:4666277



# WELCOME

Thank you for your interest in becoming a trustee here at New Mills and District Volunteer Centre. We are looking to appoint 2 - 3 new trustees who can volunteer some of their time, sharing their experience and expertise to provide our charity with strategic direction, support and governance. One of these trustee vacancies is that of Treasurer and we would be keen to hear from anyone with a financial or accounting background.

## **Who we are:**

New Mills & District Volunteer Centre was established over 40 years ago and has been providing support to the local community ever since. We look to support our community by connecting volunteers to the needs of local people. At its heart we are a volunteer centre that aims to identify gaps in community care, to respond to the needs of the elderly, disabled and isolated people in the New Mills District; meeting those identified gaps, which can be met appropriately by volunteer activity.

We work with the communities of New Mills, Chapel en-le-Frith, Hayfield, Whaley Bridge and the smaller surrounding villages. It encompasses a population of around 30,000 people spread over a large, predominantly rural footprint.

We work with all people within our community, and whilst we don't solely cater for the older generation, due the demographics of the area, around 80% of our clients are over 65 with just 6% being under 50. Often our staff or volunteers are the only contact some of our clients have in person, and we provide a lifeline for them be it assisting them with shopping, having a chat and cup of tea or attending one of our popular social groups.

## **The importance of Trustees**

Becoming a trustee is vital to keeping a charity like ours sustainable and able to continue supporting the community. Trustees provide strategic leadership, good governance, and accountability, ensuring the charity remains financially stable, legally compliant, and true to its purpose. By giving your time, skills, and experience, trustees help guide decisions, manage risks, and plan for the future, which in turn protects essential services that people rely on. Without committed trustees, charities can struggle to survive, but with strong trustee support, they can grow, adapt, and continue making a meaningful difference in the lives of those they serve.



# SERVICES WE PROVIDE

01

## Volunteer Car Scheme

Using volunteers and their own cars we transport members of the community to medical appointments across the region & beyond.

[www.nmvc.org/transport/](http://www.nmvc.org/transport/)

02

## Befriending

Funded by the National Lottery we work with Connex in Buxton and The Bureau in Glossop to provide befriending across the High Peak.

[www.nmvc.org/befriending/](http://www.nmvc.org/befriending/)

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## Shopping

We have a minibus that twice weekly collects people from their homes and takes them to the supermarket in Chapel or Glossop (rotated weekly).

[www.nmvc.org/groups/shopping-service/](http://www.nmvc.org/groups/shopping-service/)

04

## Social Groups & Activities

We run a wide range of groups to help reduce loneliness and isolation, as well as groups providing support. We provide walks and exercise classes as well as digital skills training.

[www.nmvc.org/groups](http://www.nmvc.org/groups)

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## Volunteering

All of our services are powered by volunteering. We help people and organisations with volunteering, and try to promote volunteering in the area for a wide range of volunteer organisations.

[www.nmvc.org/volunteering/](http://www.nmvc.org/volunteering/)

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## Signposting

Where we may not be able to help someone we will signpost them to the correct organisation or service who can give them the correct help or guidance.



# BEING A TRUSTEE

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## **Requirements:**

You need to be over 18 years of age. You must be committed to the vision, mission and values of our organisation. Besides this we expect our Trustees to subscribe to the Nolan Principles for ethical standards in public office (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & leadership). You cannot be a charity trustee if you're an undischarged bankrupt or have an unspent conviction for dishonesty. Other disqualifications include being removed under English Law or the courts from being a charity trustee, or a person disqualified from being a company director. Because we are a Company Limited By Guarantee this means that you cannot be a company director if you're an undischarged bankrupt or disqualified by a court from holding a directorship.



All Trustees need to complete the UK Government ID verification process before becoming a trustee. Trustees are registered with Companies House & The Charities Commission.

## **Time Commitments:**

Trustees will be expected to attend an induction session and may be required to complete some online training. Trustees are expected to prepare and attend board meetings which are held every six weeks in the evenings. Additionally, trustees are invited to the AGM, and may also be asked to attend other relevant meetings, training and events that align with the role's requirements and their knowledge/skill set. In addition, it is anticipated that Trustees will engage in correspondence outside of Board Meetings and peer support.

## **Remuneration:**

Our Trustees are unpaid and it is purely a voluntary role. Exceptions to this could be where a trustee is the best person to do a specific piece of work, they may then be paid a one-off fee. Good practice dictates that trustees should not receive any routine remuneration for their time or effort, though of course all out-of-pocket expenses such as travel expenses will be reimbursed.



# BEING A TRUSTEE

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## **Our Trustee Board:**

Trustees are those who are responsible under the charity's governing document for controlling the administration and management of the charity.

New Mills & District Volunteer Centre's (NMVC) board of trustees consist of:

- o Chair Of Trustees
- o Vice Chair
- o Treasurer
- o Up to 17 Appointed Trustees

At our AGM the position of Chair, Vice Chair and Treasurer are all elected annually by our members. We also require one third of the board to resign (in rotation) and stand for re-election. New Trustees who have joined the board within the year also need to be elected by our members at the next AGM. The Charity doesn't have a secretary, that role is provided by the Centre Manager and Office Administrator.

## **Our Trustees Responsibilities:**

The role of the trustee board is to help govern and steer NMVC and to ensure that the charity fulfils its aims and objectives. The trustee board must always act in the best interests of NMVC, exercising this to a high standard. The trustee board must act as a group and not as individuals.

Prior to our Board Meetings all trustees will receive board papers for said meeting. These documents typically include a Manager's report providing relevant service and funding updates and risks, financial reports and updates and policy documents; this is to create an opportunity for discussion and informed decision-making. Trustees are expected to have read the documents prior to the meeting, so an informed discussion and decisions can be made.

All trustees collectively have the responsibility for running a voluntary organisation, including property, financial policies and procedures, staff and volunteers.

Whilst it is important to note that trustees can never delegate their responsibility, the trustees at NMVC have delegated some of their authority to the Centre Manger who oversees a team of staff who carry out the day to day functions and delivery of services of the charity.



# TRUSTEE ROLE DESCRIPTION

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- Support and provide advice on New Mills and District Volunteer Centre's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee New Mills and District Volunteer Centre's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Review and approve New Mills and District Volunteer Centre's financial statements.
- Provide support and challenge to New Mills and District Volunteer Centre's Centre Manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in New Mills and District Volunteer Centre's operating environment.
- Contribute to regular reviews of New Mills and District Volunteer Centre's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect New Mills and District Volunteer Centre's interests, to the exclusion of their own personal and/or any third party interests.
- Support with staff recruitment.
- To undertake the responsibilities of an employer by setting up employment procedures, comprehensive, fair and legal personnel policies covering recruitment, support, appraisal, remuneration and discipline.
- Contribute to the broader promotion of New Mills and District Volunteer Centre's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

## **The Treasurer Must Also:**

- Have oversight responsibility on behalf of the Board for the effectiveness of the charity's system of finance management, risk management, internal control and related assurance.
- Produce financial forecasting and budget setting.
- Work in partnership with the employed staff to ensure that the board has access to relevant information for effective governance.
- Work with the accountant and staff to ensure Year End documentation is produced.
- Be a bank account signatory.
- Oversee the staff in ensuring QuickBooks is kept up-to-date.



# TRUSTEE SKILLS AND QUALITIES

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## **Personal skills and qualities**

- Good organisational skills
- Commitment to the organisation
- General IT skills and ability to use Microsoft Sharepoint.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to work effectively as a member of a team.
- Strategic vision.
- Good understanding of risk management.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and eagerness to participate actively in discussion.
- Readiness to speak their mind.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Desire to lead according to our values.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **It is desirable that Our Treasurer has :**

- Excellent numerical skills
- A knowledge of QuickBooks or other similar finance programme.
- Financial qualification or relevant experience.
- Some experience of charity finance, fundraising and pension schemes desirable.
- Experience overseeing charity investments.
- Willing to devote the necessary time and effort to the role, including being available for advice and enquiries from Trustees and staff on an ad hoc basis.



# NEXT STEPS

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We would recommend that you familiarise yourself with what we do and look to achieve as a charity. Our website has some useful information and to the right are links to our governing documents and impact report.

Our Facebook page is also a great way to see what we have been doing and what upcoming activities we have on.

<https://www.nmvc.org/>

[Memorandum of Association](#)

[Articles of Association](#)

[Our Latest Impact Report](#)

<https://www.facebook.com/nmvcorg>

Either click the link below to apply or if you are viewing this as a hard copy, email our Centre Manager Mark (mark@nmvc.org) who will send you the application.

## **Trustee Application from – Fill in form**

New Mills and District Volunteer Centre are committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with will be discriminated directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation or impairment. This applies to Job applicants, employees, volunteers and clients. We are a Disability Confident Employer and as such candidates who consider themselves to have a disability who meet the essential job criteria will be invited for interview.

