

EPWORTH OLD RECTORY VOLUNTEER ROLE DESCRIPTION - TRUSTEE

This is the role description for trustees of Epworth Old Rectory (Trust). The charity, known as Epworth Old Rectory (Operations), has registration number 1165387.

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VOLUNTEER ROLE: Trustee of the Epworth Old Rectory (Trust)

Location: Home-based and one meeting per year at Epworth Old Rectory

Purpose and Objectives: To manage the affairs of Epworth Old Rectory, in particular developing its strategy and vision and overseeing the property, finances and staffing

Accountable to: The Conference of the Methodist Church in Britain and the World Methodist Council

Relationships:

1. The Chair of Trustees of Epworth Old Rectory
2. Fellow trustees of EOR Trust
3. The Directors of the CIO
4. The Manager of Epworth Old Rectory
5. The Methodist Heritage Officer

1. Purpose and main role

Trustees of the Epworth Old Rectory are appointed to manage its affairs on behalf of the British Methodist Conference and the World Methodist Council. Such management shall include:

- a. Setting, developing and maintaining the vision and mission of the Old Rectory as a place of Christian pilgrimage, learning and inspiration for all; dedicated to the influence of the Wesley family on faith, social justice, worldwide Methodism and all people today, whether they are of any religion or none
- b. Overseeing the property, finances, staffing (both employed and voluntary), organisation and activities, and all such other matters pertaining to the work of the Old Rectory as from time to time determined.
- c. Promoting the work of the Epworth Old Rectory as widely as possible.
- d. Holding in trust and adding to the collections of Epworth Old Rectory.

2. Composition and Terms of Service

- a. The Trustees shall consist of a Chair, Vice-Chair, Secretary, Treasurer and further Trustees up to a maximum of twenty five in total. These will include ex officio members and those who have specific interests and skills relevant to the

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responsibilities of the Old Rectory trust, in particular where possible an accountant, a lawyer and a surveyor or architect.

- b. At least 75% of the Trustees shall be members of the Methodist Church in Britain or another Church within the membership of the World Methodist Council
- c. The quorum at any Trustees Meeting shall be eight trustees. This shall normally include at least one World Section trustee, but where such attendance is not possible decisions taken at that meeting shall be subject to subsequent consultation with the General Secretary of the World Methodist Council.
- d. Trustees shall be appointed for a period not exceeding six years, but may be re-appointed for further terms up to a maximum of nine years in all. Ex-officio Trustees, however, shall serve for the full period of their office.
- e. A Trustee who is absent for more than three consecutive meetings without good cause or sending apologies will be deemed to have resigned as a trustee.

3. Appointment of Trustees

All Trustees will be appointed by the British Methodist Conference.

4. Nominations of Trustees

a. Ex officio members

The Trust shall include ex-officio the following members:

- i. The General Secretary of the World Methodist Council
- ii. The secretary of the British Methodist Conference or his/her nominee.
- iii. The Chair of the Lincolnshire District (or its successor) of the Methodist Church in Britain, or his/her nominee.
- iv. The Superintendent Minister of the Epworth and Scunthorpe Circuit, (or its successor) of the Methodist Church in Britain or his/her nominee.
- v. The incumbent at St Andrew's Church, Epworth
- vi. A representative of MWiB (The president in the second year of her presidency and final year of her vice-presidency)

b. British Trustees

50 percent of the Trustees shall be nominated by the Global Relationships Committee of the British Methodist Church. In making these nominations the advice of the Methodist Council (particularly with reference to the Chairman) and the advice of existing trustees should be sought.

c. World Section Trustees

50 percent of the Trustees shall be nominated by the World Methodist Council bearing in mind the geographical and practical requirements of being able to attend meetings at Epworth.

5. Meetings

- a. The Trustees shall meet physically at least once a year, normally at Epworth Old Rectory, in order to conduct the business of the Trust.
- b. This meeting shall be held at a time when overseas Trustees are likely to be in the UK
- c. This meeting shall be the Annual General Meeting of the Trust
- d. At least two weeks' notice of meetings shall be given by the Secretary.
- e. Virtual meetings/consultations may be held as and when the appointed executive (see 7) does not have the delegated powers to act, or when it feels such consultation is necessary. In this it is each Trustee's responsibility to provide the

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Secretary with an up to date email address; responses to the consultation will normally be expected within two weeks.

6. Powers

- a. The Trustees shall have powers to raise and to disburse funds in the interests of Epworth Old Rectory, and to raise any loans which may prove necessary for the furtherance of its work. Loans shall only be raised if ways of repaying them within a reasonable timescale have been established in advance.
- b. The trustees shall have powers to acquire or to sell or otherwise dispose of property only with the consent of the British Methodist Conference. Any such transactions shall be only for the furtherance of the work of Epworth Old Rectory and not for purely speculative purposes.

7. **Delegation of powers** The Trustees may delegate authority to sub groups act in their name in specified matters.

8. Induction:

The Trust will make available to each new trustee, on or before his or her first appointment:

- a copy of the current version of the constitution; and
- a copy of the Trust's latest Annual Report and statement of accounts.

As part of the induction the new trustee will be offered a tour of Epworth Old Rectory.

9. Expenses:

Due to the tight financial situation at the Old Rectory over the years, trustees have not claimed expenses for attending meetings. If this is likely to cause difficulty, arrangements for reimbursement of essential costs can be arranged.

10. Required characteristics and experience:

Essential

- Understanding of and sympathy with the strategic direction of Epworth Old Rectory and a clear understanding of how the Church's heritage can contribute to this mission.
- Commitment to collaborative and team working.

Desirable

- Professional qualifications or proven ability in the particular skills area required for the effective fulfilment of the work of the Trust (In order to keep a balance on the Trust and to meet needs at the time of appointment, different skills will be sought at different times eg financial, legal, architectural)
- 75% of trustees shall be members of the Methodist Church in Britain or another Church within the membership of the World Methodist Council

APPENDICES:

1. (a) **Governance structure for Epworth Old Rectory**
(b) **Agreement between EOR (Trust) and EOR (Operations)** *EOR016*
(c) **EOR (Trust) Constitution** *EOR006*

2. **Epworth Old Rectory Forward Plan** *EOR031*