

VOLUNTEER WORK OUTLINE AND PERSON SPECIFICATION

Doc Ref EOR 110 D3

VOLUNTEER ROLE: Director of the Charitable Incorporated Organisation (CIO) for Epworth Old Rectory

1 Location: Home-based and meetings at Epworth Old Rectory

2 Purpose and Objective

To support and contribute to the work of the CIO in developing the life of the Rectory as a museum and place of pilgrimage.

3 Accountable to: The chair of the CIO (Operations)

4 Relationships:

- 4.1 The Chair of Trustees Old Rectory
- 4.2 Fellow directors of CIO (Operations) and trustees of EOR Trust
- 4.3 The Strategic Manager of Epworth Old Rectory
- 4.4 The Methodist Heritage Officer

5 Main Tasks:

- 5.1 To attend regular meetings of the CIO (usually bi-monthly).
- 5.2 To contribute to the work of the CIO in accordance with the Forward Plan for the Rectory (in particular progressing and driving the development plans) (ref 1) and the Memorandum of Agreement between the EOR Trust and the CIO (Operations) (ref 2)
- 5.3 To use personal, professional or business skills as required to carry out the role
- 5.4 To contribute between meetings electronically as required
- 5.5 To represent the CIO as required and as directed by the CIO (eg at Conference, at meetings with external parties).

6 Induction:

The charity directors will make available to each new charity director, on or before his or her first appointment:-

- 6.1 A copy of the current version of the CIO (Operations) constitution (ref 3)
- 6.2 A copy of the CIO's latest Directors' Annual Report and statement of accounts (ref 4)
- 6.3 The charity commission publications defining the requirements for trustees (ref 5)

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

7 Appointment:

7.1 In selecting individuals for appointment as charity directors, the charity directors will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

7.2 **Length of Service** Directors will serve for a term of six years (unless retiring or resigning sooner). Any person retiring as a charity director is eligible for reappointment. A charity director who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

8 Expenses:

Reimbursement of essential costs (such as travel to meetings) can be arranged if necessary.

9 Essential experience and characteristics:

- 9.1 Sympathy to the Christian ethos and values of Epworth Old Rectory and the Methodist Church
- 9.2 Commitment to collaborative and team working.

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10 Desirable experience

10.1 Professional qualifications or proven ability in the particular skills area required for the effective fulfilment of the work of the CIO (In order to keep a balance on the board of directors and to meet needs at the time of appointment, different skills will be sought at different times eg marketing, fundraising, maintenance, business administration)

10.2 A member of the Methodist Church

11 Text References

Ref 1 The Forward Plan for the Old Rectory (in particular progressing and driving the development plans),

Ref 2 Memorandum of Agreement between the Trustees and the CIO (Document EOR 016)

Ref 3 Constitution of the EOR CIO (Operations) (Document EOR 017)

Ref 4 The CIO's latest Directors' Annual Report and statement of accounts (published annually)

Ref 5 The Charity Commission rules for trustees (see Charity Commission Website)