



Open  
For  
Business

**Board Trustee Recruitment  
Information Pack and Application Forms  
2019**

## CONTENTS

- Letter from the Chair
- Board Overview
- Trustee Duties
- Links to Useful Information for Trustees
- Why I Became a Trustee
- How to Apply
- Personal Information Form
- Equal Opportunity Information Form
- Trustee Person Specification Form

## LETTER FROM THE CHAIR OF BOARD OF TRUSTEES

Open For Business is a response by a number of leading global businesses to the spread of anti-LGBT+ sentiment in many parts of the world. These businesses share a deep-rooted commitment to diversity and inclusion in their own workplaces, and they are concerned about the growth of anti-LGBT policies in many countries in which they operate.

The coalition identified the need for a stronger and more comprehensive evidence base that makes the business and economic case for LGBT+ inclusion. Even within governments implementing anti-LGBT+ policies there is opposition – and this often comes from ministers with responsibility for finance and commerce. The opportunity exists now to empower those arguing against discrimination, and provide them with ammunition.

Our task is to present the business rationale on global LGBT+ inclusion: successful, enterprising businesses thrive in diverse, inclusive societies and the spread of anti-LGBT+ policies runs counter to the interests of business and economic development.

Our Trustees are responsible for developing strategy, providing governance and directing the charity towards achieving its mission.

### What experience do I need?

We are a charity organisation. Today, we have the opportunity to appoint up to three new Trustees. We are looking for people who have knowledge, skills and experience of at least one of the following at a senior level:

- UK charity finance
- Fundraising
- Programme Design/Monitoring & Evaluation

We are looking for outstanding people with a strong commitment to our values and aims. If that's you, we would love to hear from you.

To apply, please follow the instructions under the “**How to Apply**” section on Page 9 of this document.

The closing date for submission of applications is **15 May 2019**.

If you need any further information, please do not hesitate to get in touch with our Global Programme Director Drew Keller at [drew.keller@Open-For-Business.org](mailto:drew.keller@Open-For-Business.org) or email [recruitment@Open-For-Business.org](mailto:recruitment@Open-For-Business.org).

We are committed to equal opportunity employment and would particularly welcome candidates from global south countries and/or with experience in these countries. As far as possible, the charity also aims to continue to secure a balance of gender, ethnicity and sexual orientation within the Board.

I hope you find this pack interesting and useful. If you feel you can offer your skills and expertise to Open For Business, we would welcome an application from you.

Yours sincerely,



Jon Miller  
Chair of Board of Trustees

## BOARD OVERVIEW

Open For Business is a charity and company limited by guarantee which is governed by a Board comprised of Trustees. The Board has overall responsibility for the work of the organisation, and has the following role:

- To oversee the charity's governance
- To establish strategy
- To performance manage the achievement of the strategy
- To contribute to the leadership of the charity

The current Trustees are:

- Jon Miller (Chair)
- Lori Dobeus (Treasurer)
- Robert Glick OBE
- Liz Grant OBE
- Karen McKenzie

In practical terms, the Open For Business Board delegates to the management team. This enables the charity to draw on both trustee and officer skills and knowledge to maximise the quality of governance and leadership provided to the organisation.

Open for Business also maintains a Research Advisory Board. This board is made up of 5 academics who serve to review the research that we publish.

Trustees can serve for a maximum of two three-year periods of office.

## TRUSTEES' DUTIES

This is a summary of Trustees' main legal responsibilities. For more details, please read guidance from the Charity Commission titled "[The essential trustee: what you need to know, what you need to do](#)".

### **Before you start - make sure you are eligible to be a charity Trustee**

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 years old to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. Until 31 July 2018, the reasons for disqualification include:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt, or entering into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- removal as a company director or charity trustee because of wrongdoing

New reasons for disqualification were added on 1 August 2018: our guidance explains the changes in more detail.

There are further restrictions for charities that work with children or adults at risk.

### **Ensure your charity is carrying out its purposes for the public benefit**

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

### **Comply with your charity's governing document and the law**

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

### **Act in your charity's best interests**

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes

- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

### **Manage your charity's resources responsibly**

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence.

Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

### **Act with reasonable care and skill**

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

### **Ensure your charity is accountable**

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

## USEFUL LINKS TO INFORMATION FOR PROSPECTIVE TRUSTEES

- The essential trustee: what you need to know, what you need to do – The Charity Commission  
<http://www.charitycommission.gov.uk/media/94159/cc3text.pdf>
- The hallmarks of an effective charity – The Charity Commission  
<http://www.charitycommission.gov.uk/media/93827/cc10text.pdf>
- Conflicts of interest: a guide for charity trustees – The Charity Commission  
<http://www.charitycommission.gov.uk/media/605880/cc29.pdf>

## WHY I BECAME AN OPEN FOR BUSINESS TRUSTEE

by Liz Grant



I am passionate about all of us enjoying the same rights, opportunities and fair treatment, whoever we are and wherever we are in the world.

I have been engaged in improving LGBT+ Human Rights for many years. I am excited about Open For Business' mission and the opportunity that business has to exercise its influence for better outcomes and gains for LGBT+ human rights, especially in challenging jurisdictions. It is invigorating to be part of shaping such an organisation's strategy, ensuring it has robust enablement in resourcing and stakeholder engagement – and that all of this is done following good governance procedures.

Our responsibility as a Board is to see that the organisation adheres to all of this so that we have a sustainable operational model which is focused on best outcomes for our beneficiaries.

All organisations strive to have a greater purpose – their stakeholders demand it - and Open For Business provides an excellent lens through which to exercise that purpose.

I hope you will consider joining us.

LIZ GRANT OBE  
DIRECTOR  
FANTAIL BUSINESS DEVELOPMENT

*Liz Grant OBE is an Inclusion Consultant. She works with a wide variety of companies and organisations across the private, public and not-for-profit sectors. From banks and law firms to academia and government regulators, she works with clients to build inclusive leadership teams and implement best practices in Diversity & Inclusion.*

## HOW TO APPLY

Please:

- (a) Complete the Personal Information form
- (b) Complete the Equal Opportunity Information form
- (c) Complete the Trustee Person Specification form. You should clearly explain your ability or experience of at least one of the Experience/Skill criteria.
- (d) Submit a CV outlining your employment history and a summary of main duties and responsibilities.
- (e) Submit a Personal Statement about why you would like to become a Trustee of Open For Business (not to exceed 500 words)

Please email your completed application, together with a copy of your CV and Personal Statement, to [recruitment@Open-For-Business.org](mailto:recruitment@Open-For-Business.org).

The closing date for submission of applications is **15 May 2019**.

We will let you know if you have been selected for interview by **24 May 2019**.

Shortlisted candidates will be invited to an interview for this purpose. As interviews will take place in central London on the morning of **Friday 21 June 2019**, please ensure that you are available on this day.

If you are shortlisted for interview, you may be asked to provide us with names and addresses of two people to provide references.

Please note: Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity trustees.

**Open For Business  
Personal Information Form**

*Please print in BLOCK LETTERS*

**Personal details**

Surname or family name:

First name(s):

Name you would like to be known by:

Address:

---

Home tel:

---

Work tel:

---

I confirm that all information given in this application is accurate. I understand that failure to provide accurate information as required will invalidate my appointment. I certify that I am not disqualified from acting as a Trustee of the Open For Business under any of the legal provisions listed in the Person Specification.

Signed:

Date:

**Open For Business  
Equal Opportunity Information Form**

The following notes are given for information and guidance.

All information written on the following detachable sheet will be removed from this application form before we commence shortlisting applicants for interview.

Ethnic group:

- A. White
- B. Mixed
- C. Asian
- D. Black
- E. Chinese
- Other (please specify)

Gender:

- Male
- Female
- Other

Would you describe yourself as having a disability?

- Yes                       No

**If invited to interview please state below any requirements:**

**Thank you for completing this form**

**Open For Business  
Trustee Person Specification Form**

**How will criteria be assessed?**

<b>Essential Criteria</b>
<p><b>Experience/Skill</b></p> <p>Applicants must be able to demonstrate knowledge, skills and experience of <u>at least one</u> of the following at a senior level:</p> <ul style="list-style-type: none"> <li>• UK charity finance</li> <li>• Fundraising</li> <li>• Programme Design/Monitoring &amp; Evaluation</li> </ul>
<p><b>Knowledge/Qualifications</b></p> <p><b>Particular consideration will be given to applicants who in addition to the above are able to demonstrate <u>at least one</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• High level governance and/or general management expertise gained in a large commercial/public sector or charitable organisation</li> <li>• Legal knowledge and experience, including charity law</li> <li>• Experience of volunteering</li> <li>• Ability to act as an ambassador for Open For Business, and draw in potential donors able to support Open For Business's fundraising work</li> </ul> <p>In addition, candidates should be able to demonstrate a commitment to the aims and objectives of Open For Business, including its commitment to equal opportunities.</p>

Applicants must also satisfy statutory requirements in order to become a trustee as detailed below:

Any person aged 18 or over and of sound mind can act as a charity Trustee provided that they are not disqualified by law. Charities Acts 1993 and 2006 disqualify people:

- Who have unspent convictions for offences involving deception or dishonesty
- Who have undischarged bankrupts
- Who have been at any time removed from Trusteeship of a charity by the Charity Commission or the court in England, Wales or Scotland, because of misconduct
- Who are disqualified from being company directors under the Company Directors Disqualification Act 1986
- Who have failed to make payments under county court administration orders
- Who have failed to make compositions (i.e.: come to an arrangement) with their creditors and have not been discharged.

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a Trustee. It is a criminal offence to act as a Charity Trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities. For example, waivers may be given to ex-offenders so that they can serve on the boards of charities working with offenders. If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a Trustee you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a Trustee (director) of a charitable company.

Under the Company Directors Disqualification Act 1986 the court may disqualify people:

- Who have been convicted of criminal offences relating to the promotion, formation, management or liquidation of a company
- Who have been persistently in default of a company legislation for filing accounts and other documents
- Who have been found guilty of fraudulent trading or fraud
- Whose conduct as a director has made them unfit to be involved in the management of a company.