



# JOIN OUR BOARD OF TRUSTEES

TRUSTEE PACK



## Becoming a Generate Trustee

### Welcome

Thank you for your interest in becoming a Generate trustee. This is an interesting and exciting period to join our board as we celebrate our 50<sup>th</sup> anniversary. We are looking for trustees with the energy and drive to help us move forward and ensure that the organization continues to thrive in the years to come.

We hope that the information below will provide some insight in to the work of the organization and the role of a trustee and will help inform your decision and [to](#) lend your professional input and life experience in taking up this important voluntary role in supporting and shaping [our](#) organization.

### About Generate

For the last 50 years we have been working to ensure that people with learning disabilities aren't isolated in their local community. Today that passion still inspires our staff: to support people with learning disabilities to live their lives, in the way they choose – enabling people to discover their passions, connect with their communities and explore 'possibilities'. We actively support in the region of 200 people with a disability through our various projects at any given point.

Generate has been creating opportunities and offering support to people [with](#) learning disabilities and autism since 1972. We are committed to improving the lives of people with disabilities by supporting and encouraging them in a creative [way](#), to access opportunities in the community, be active citizens and

reduce reliance on services. Building on people's strengths, we enable and [empower](#) them to have a voice, make choices, [access](#) their rights and make a positive difference to their lives through learning, work and leisure. Our vision [is](#) to support people with learning disabilities to access choice in their lives, valued as individuals as well as members of a wider community - accessing the support they need in order to live with dignity and respect.

### Why should somebody new come to Generate? Shelton says

"if you come to Generate it will get bigger". Why is that good Shelton? "It will make me happy!" After a bit of discussion Andrew and Shelton agree that a new person should come because it is a good place and there are lots of things to do. "Like drawing, art or listening to music, or massage and meditation" says Shelton. After massage both Andrew and Shelton do art in the afternoon. "We do all these pictures" says Shelton. What sort of things? "We do What Is Your Favourite Animal?" What did you paint Shelton? "A cat". And you Andrew? "A dog". Oh a cat and a dog. I hope they didn't fight! They both laugh. Shelton says if you have any problems you just tell the staff. "And if you are ill or sick tell the staff. They make sure you are alright".



## Our services

- Access to work provides quality in-work support to people with disability through experienced staff who empower clients to take a full and equal role in the working environment.
- Internship programme provides trained job coaches to support internships for young people with a learning disability and/or autism in employment settings. Generate are responsible for the recruitment, training, upskilling and line management of the job coaches on the internship programme.
- Community Connections offers a range of learning, lifestyle and wellbeing opportunities to enable people to fulfil their potential. Our person-centred one-to-one support for people with learning disabilities enables them to access their community and promotes independence. The type of support provided by the project will vary according to the need, but might include developing budgeting and shopping skills, support in finding new activities, and support with parenting, travel training or general social skills. Community Connections also offers a range of classes/group activities, including a range of health and wellbeing activities, cooking, art, music, sports and physical fitness.
- Social opportunities encourages and supports people to participate in social activities within the local and wider community to provide people with a varied and diverse social calendar to reduce isolation and increase their connections to the local community.
- Youth Short Breaks service offers term time youth clubs for 11-17 year olds who have a learning disability and/or autism holiday activities for 11-19 year olds and 1:1 buddy work for 11-19 year olds. These sessions are aimed to help young people explore, shape and develop their futures through fun activities to enable them to build self-esteem, increase confidence and learn new skills to better equip them when moving onto adult life. A Children in Need Grant enables us to offer three residential breaks each year to 11-17 year olds which are aimed to help young people build confidence, learn new skills and challenge themselves.
- Generate Voices aims to give members the opportunity to use their voices to campaign for positive change within their local communities and beyond; it is vital that Generate members are able to have a say in how services are delivered to them.
- Volunteering Programme supports people with a learning disability to work with a community buddy to volunteer on a project of their choice/interest, enabling them to be active citizens in their local community.
- Health Projects- We run a series of health projects, including training for GP practices to deliver health checks and screening to people with a learning disability and the website [www.easyhealth.org.uk](http://www.easyhealth.org.uk) which makes health information available to people with a learning disability and the people who support them.



## Tuesday Club Boxing Harry says

Harry has just received a certificate after a Ten Week Boxing Course at the Tuesday Boy's Club. "I kept saying to the Youth Manager that we want to do boxing. We used to do it a long time ago. One day the manager told us we could do a Boxing programme. Obviously I was on board. So the people from Boxing Futures came over and started to do Boxing and the rest is history. I just got a T-Shirt and a Certificate".

Harry feels very good about what he has learnt: "Obviously I already knew some of the punches from doing Boxing before but this time I was doing it for a certificate. I would definitely say my skills have got better. And my fitness seems to have improved". Harry also thinks he feels more confident. "I feel like I did a really good job doing the boxing. I don't know, I just feel a lot better than I usually do".



## The role of Trustee

The main role of a trustee is to advance the purposes of their charity as well as several basic responsibilities.

The following six legal duties are taken from the Charity Commission's core guidance: [\*The Essential Trustee: what you need to know, what you need to do\*](#)

### 1. 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.

See [section 4](#) of the Essential Trustee for more information.

### 2. 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.

See [section 5](#) of the Essential Trustee for more information.



### 3. 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

See [section 6](#) of the Essential Trustee for more information.

### 4. 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.

See [section 7](#) of the Essential Trustee for more information.



### Testimonial Leon says

"The best thing is being a 21-year veteran and developing his own work "my music, my art, my poetry, my song-writing. Which I have been wanting to explore for a while". Leon performed a poem at the Elfrida Rathbone Centenary Celebration at the House of Lords. Does he call it reading a poem or rapping? "I call it reaching out with a poem. I have heard so much about the House of Lords but I have never actually been in it. So that was just... There are no words to describe the eu-





## **5. 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

See [section 8](#) of the Essential Trustee for more information.

## **6. 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

See [section 9](#) of the Essential Trustee for more information.

## **Time commitment (TBC)**

Generate Trustees are welcome to offer their time in a variety of ways, such as coming in to see the different parts of the organisation in practice or using a skill they may have to offer across any of our activities - such as the music, art dance and sports groups or introducing us to contacts that may assist us with our work.

Below we have set out the minimum time commitment we think is required to become an effective Generate trustee:

Attend 6 bi-monthly meetings held between 6.30-9pm on a weekday evening, usually Wednesdays. Currently these are mainly virtual and it is likely we will continue with a mix of virtual, blended and face to face meetings as required.

Be prepared to attend additional meetings as required (in reality these are unusual and not likely to be more than a further 1 each year)

Attend the AGM- one afternoon annually.

Visit Generate at least once per year to get to know staff and members-options include attending one of the music concerts, visiting youth club, group activities, going on an evening social opportunities event, watch the football team in action.

Attend one Trustee away day per year to contribute to the strategic planning of the organisation.

### **Disclosure of personal information**

As a legal trustee of Generate you will be required to disclose your home address, contact details and date of birth so that you can be registered at the Charity Commission and Companies House. You will also have to complete a Barclays Bank form as a 'Person of Interest'. Our auditors will require you to complete a declaration on other financial entities you and your direct family members are involved in and identify any potential conflicts of interest. All of this is to ensure that the charity is managing its financial resources appropriately. This information will be held securely in line with GRPR policy.



### **Supporting you in your role**

Generate want to support you in your role as trustee and will signpost you to useful resources, such as can be found on the Charity Commission [The Charity Commission - GOV.UK \(www.gov.uk\)](https://www.gov.uk) and NCVO websites: [Board responsibilities — NCVO Knowhow](#)

There are several good courses available if you are new to the role of trustee or feel that it is time for a refresh that Generate would support you in attending such as the NCVO online [eLearning course on the roles and duties of trustees](#). This is an interactive course lets you study at your own pace and can fit around your schedule and priorities.





## GENERATE VALUES

### **Community**

We believe in the power of our community – we are stronger together!

We share a common goal to work together with people with a learning disability, autism and other disabilities to build better lives and connect to communities as equal citizens. People are always welcome and supported and we create a sense of belonging.

### **Courage**

We are decisive and accountable for our actions, and take steps to continuously improve.

We are bold. We break down barriers and are advocates of change.

We are fair, and will not hesitate to challenge injustices.

### **Working together**

We are a team - we recognise that each of us has a part to play to make a difference.

We learn from others and share ideas to help shape the organisation and our services.

We build strong connections with the community and we form partnerships with others who share the same values.

### **Good Communication**

We listen and ensure everyone has a voice.

We communicate with honesty and respect.

We share and celebrate our successes.

### **Diversity and Inclusion**