



The Chartered Secretaries'
Charitable Trust

Trustee Recruitment

APRIL 2026

Registered charity no. 1152784
Company registration no. 8602517



Director / Trustee

Director / Trustee person specification

We're looking for a passionate and committed individual to join our Board as a Director / Trustee. This is a fantastic opportunity to help shape the future of our charity and make a meaningful impact.

While this is a voluntary role, we'll reimburse reasonable expenses. Directors / Trustees typically attend 3–4 meetings per year, usually held in London, and play a vital role in guiding our strategy and supporting our mission.

Your initial term will be three years.

We're especially keen to hear from people who bring expertise in:

- Marketing
- Strategy within a registered charity

All Directors / Trustees must demonstrate the following key competencies and qualities:

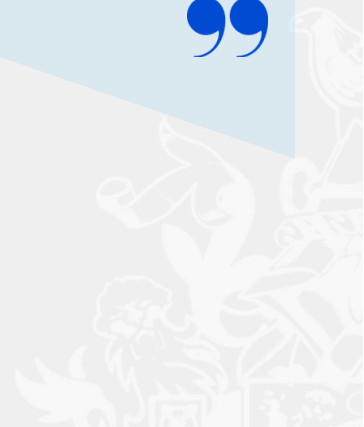
- Honesty, objectivity, accountability, and commitment to principles such as fairness, impartiality, and confidentiality
- Capacity to contribute to strategic vision, constructively challenge, and facilitate change
- Understanding of the legal duties, responsibilities, and liabilities associated with being a Trustee
- Sound independent judgement and the ability to assess information objectively
- Strong interpersonal and communication skills, including tact and diplomacy
- Proactive approach to problem-solving and a willingness to learn

Applicants are asked to refer to the Role description and Terms of reference before completing the questionnaire and to note that the most recent Annual report is available on the Trust's website. In addition to completing the questionnaire, candidates are also requested to submit by email a CV detailing their skills and experience along with the contact details for two referees by 29 May 2026.

All appointments are subject to satisfactory completion of relevant checks including but not limited to disclosure and barring services and receipt of two references.



As a Trustee with marketing and/or strategic experience, you will play a key role in helping the Trust raise its profile, strengthen engagement, and maximise its impact. You will support the development of effective strategies to ensure our services and support continue to evolve to meet future needs, while also enhancing outcomes for our current beneficiaries. Working alongside fellow Trustees, you will help ensure the Trust makes the best use of its resources and opportunities, and develop partnerships to achieve long-term sustainability and positive change.



Director / Trustee role description

Legal status

The Chartered Secretaries' Charitable Trust is a registered charity and incorporated entity established in July 2013. It serves as the sole corporate trustee for three historic unincorporated charities:

- The ICSA Benevolent Fund
- The ICSA Education and Research Foundation
- The ICSA Prize Fund

Purpose and Charitable Objectives

The Chartered Secretaries' Charitable Trust is by the side of chartered governance professionals and their families through life's challenges, by supporting them when in need and by promoting excellence in governance.

The Trust's work focuses on three key areas:

1. Support to individuals in need

Providing financial assistance, services, and support to individuals connected to The Chartered Governance Institute UK & Ireland, including:

- Current and former members
- Students, graduates, and employees (past and present)
- Dependants of any of the above

Assistance is aimed at those experiencing hardship due to age, ill-health, disability, financial difficulty, or other disadvantage, with the purpose of promoting physical and mental wellbeing.

2. Advancement of Education for good governance through bursaries and grants for research

Offering bursaries to support study across a range of CGIUKI sector qualifications. Advancing knowledge in governance and business administration by commissioning or supporting research for the public benefit.

3. Award of prizes for excellence in CGIUKI examinations

To encourage expertise in the field of governance the Trust awards prizes for excellence in CGIUKI examinations.

Overall Director / Trustee responsibilities

The Directors/Trustees have control of the Trust and its property and assets. Directors / Trustees provide direction and stewardship for The Chartered Secretaries' Charitable Trust in the best interests of the Trust and its beneficiaries, by considering and making informed decisions in respect of:

Governance and Compliance

The Board aims to ensure that the Trust's governance is of the highest standard and will ensure adherence to the objects of the Trust and compliance with legislation.

Strategy

The Board aims to remain alert and responsive to the charitable landscape in which the Trust operates and the changing needs of current and future users of assistance.

Operations

The Board aims that appropriate policies, procedures and structures are in place and monitored, to deliver support within an agreed compliance, risk and strategic framework.

Finances

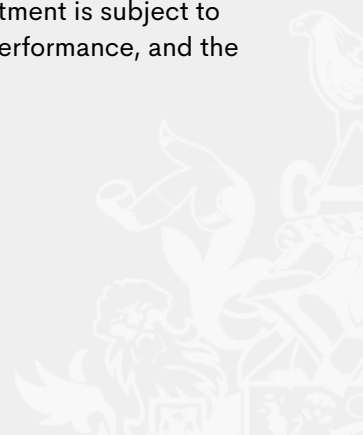
The Board aims to ensure that financial resources are managed responsibly and wisely, to support and deliver its charitable objects both now and in the future.

Time Commitment

Estimated at 10 days per year including attendance at Board meetings. Meetings are usually held in London with the option to join online where required. Directors / Trustees may also be asked to contribute additional time to sub-groups, projects, or urgent matters as required.

Terms of appointment

Directors / Trustees are appointed for an initial term of three years. This term may be renewed with the agreement of the Board. Reappointment is subject to continued eligibility, satisfactory performance, and the needs of the Board.



Terms of reference for the Directors / Trustees

The Chartered Secretaries' Charitable Trust mission statement

The Chartered Secretaries' Charitable Trust is by the side of chartered governance professionals and their families through life's challenges, by supporting them when in need and by promoting excellence in governance. The Trust: - serves The Chartered Governance Institute UK & Ireland members, graduates, students, employees and their families who are in need by providing appropriate assistance, facilitates research to increase good governance for the benefit of the public and encourages the expertise of those in the field of governance with bursaries and prizes.

Overall Director / Trustee responsibilities

Governance and Compliance

The Board aims that the Trust's governance is of the highest standard and will ensure adherence to the objects of the Trust and compliance with legislation. Responsibilities include:

- Receive/approve the Trust's annual report and accounts.
- Receive and note the annual management letter from the external auditor.
- Provide information as required to the Charity Commission and Companies House including the annual report and accounts.
- Review and make recommendations for amendment to the Memorandum and Articles of Association subject to the approval of the Charity Commission.
- Require and receive the declarations of trustee and committee interests and determine how conflicts will be managed.
- Approve/amend policies and procedures for internal control and management of risk and protection of the Trust's property and reputation, including the purchase of insurance.
- Approval, appointment, monitoring of performance and removal of the Trust's professional advisers, external auditors and consultants.
- Approve delegation of powers to the Chairman and Deputy Chairman.
- Approve delegation of any of their functions to committees consisting of two or more individuals appointed by them, but at least one member of each committee must be a trustee.
- Agree Terms of Reference for committees.
- Receive reports from committees and individuals including financial performance of the Trust against agreed budgets and strategy and agree/amend/reject any recommendations presented to the Board.
- Receive reports and ratify any urgent decisions of the Chairman and/or trustees made in between meetings of the Board in line with quorum and delegation requirements.

External factors

The Board aims to be alert and respond to the charitable landscape in which the Trust operates and the changing needs of current and future users of assistance. Responsibilities include:

- Define and agree the mission and strategic aims and objectives of the Trust.
- Approve/amend policies and proposals for the delivery/cessation of activities or assistance to further the Trust's objects.

Terms of reference for the Directors / Trustees

Operations

The Board aims that appropriate policies, procedures and structures are in place and monitored, to deliver support within an agreed compliance, risk and strategic framework. Responsibilities include:

- Nominate and elect a trustee to serve the Board in the positions of Chairman and Deputy Chairman.
- Appoint and dismiss committees and individual members of committees that are accountable to the Board.
- Nominate and elect the Chairman and Deputy Chairman of the committees.
- Nominate and elect the Company Secretary.
- Put in place a succession plan for the Board and committees.
- Agree procedures for the effective evaluation of the Board and committees.
- Agree and review the level of resources required to help trustees in furtherance of delivering the charitable objects.

Finances

Ensure financial resources are safeguarded and are prudently managed to deliver support to users of assistance both now and in the future. Responsibilities include:

- Agree on the number, purpose and mandates of bank accounts.
- Agree appropriate financial reporting arrangements, maintain records and approve any significant changes in accounting policies or practices.
- Approve/amend budgets.
- Agree and review investment strategy, fundraising and income generation programmes in line with relevant policies.



Terms of reference for the Directors / Trustees

Directors / Trustees should refer to the Terms of reference in concurrence with the Memorandum and Articles of Association.

Membership

There shall be between three and nine Directors / Trustees.

Directors / Trustees consider the membership of the Board, along with the appointment of the Chairman, Deputy Chairman and Company Secretary at the first meeting of the Board in the calendar year.

Directors / Trustees can appoint a Chairman, Treasurer and other honorary officers from among their number and any person, who need not be a trustee, to act as Secretary.

At the last meeting of the calendar year, all Directors / Trustees will be asked to confirm their willingness to continue to serve the Board. All Directors / Trustees will also be required to complete and update a Declaration of Interests and complete in confidence, a knowledge and skills questionnaire.

When a vacancy occurs, the vacancy may be advertised. Directors / Trustees will seek to appoint individuals whose knowledge and experience would add value and address any potential gaps in skills and experience within the Board.

In respect of the nominated Directors / Trustees, The Chartered Governance Institute UK & Ireland CGIUKI Committee (the "appointing body") may appoint two of the Directors / Trustees. Any appointment must be made at a meeting held according to the ordinary practice of the appointing body and each appointment must be for a term of three years.

One third (or the number nearest to one third) of the Directors / Trustees must retire annually. Those longest in office from their most recent appointment retiring first and the choice between any of equal service being made by drawing lots.

A retiring Director / Trustee may be reappointed.

A Director's / trustee's term of office automatically terminates if he or she:

- is disqualified under the Charities Act from acting as a Charity trustee or is prohibited by law from being a director of a company;

- is, in the opinion of the other trustees, at any time incapable, whether mentally or physically, of managing his or her own affairs;
- is absent from three consecutive meetings and the Directors / Trustees resolve that his or her office be vacated;
- resigns by written notice to the Directors / Trustees (but only if at least two trustees will remain in office); or
- is removed by resolution of the Members present and voting at a general meeting (but only if at least two Directors / Trustees will remain in office) after the meeting has invited the views of the Director / Trustee concerned and considered the matter in the light of any such views.

Meetings

While Directors / Trustees must hold a minimum of two meetings a year, there are usually four. These are normally held at the offices of the Institute in London, with the option to attend online where required.

Dates of the meetings for the calendar year are agreed at the last meeting of the preceding year.

The draft Agenda for the meeting will be circulated three weeks in advance of the meeting. The final Agenda along with all papers will be circulated to ensure that members receive them a week prior to the meeting. Papers may also be tabled at the meeting. Members are asked to confirm their intended attendance on receipt of the draft Agenda.

There is a quorum if the number of members present in person or by proxy is at least three. A meeting will be postponed to an alternative date, if it becomes apparent that a quorum will not be achieved.

The Chairman or (if the Chairman is unable or unwilling to do so) the Deputy Chairman presides at each meeting.

Minutes of the meeting will be circulated within four weeks of the meeting. Members might also be sought their views on matters in between meetings and by email.

Policy on the recruitment, appointment, induction and training of Directors / Trustees

When a vacancy occurs on the Board, Directors / Trustees respond with due compliance to the Articles of Association of the Trust. Trustees seek to identify individuals who have an existing interest in the work of the Trust and would bring with them experience and skills that would add value to its management and operation.

The Trust adheres to Charity Commission guidance (CC30) with regard to Trustee recruitment. Prospective Directors / Trustees are forwarded copies of the Trust's Articles of Association and the most recent audited Annual Report and Financial Statements. Best practice notes, produced by the Charity are also forwarded. On appointment, copies of Board papers are issued, and the Director / Trustee is invited to meet with the Chairman and/or Deputy Chairman, Charities Officer and Institute staff. Training requirements for the new Trustee are identified at induction and by the regular Directors / Trustees' skills audit and recognition of emerging issues.

Conflicts of interest policy

The Chartered Secretaries' Charitable Trust has procedures in place to ensure that all Trustees and committee members comply with their legal duty to act only in the best interests of the Trust and to avoid conflicts of interest.

Directors / Trustees consider that a conflict would occur, where a Directors / Trustee's loyalties could be seen to prevent them from making a decision in the best interests of the Trust or when a payment would benefit a Director / Trustee or a connected person.

Every Director / Trustee and committee member is individually responsible to declare conflicts of interest and registers are maintained to record declarations and conflicts. Trustees and committee members are also collectively responsible to inform the Chairman of the Trustees, or the Company Secretary should they become aware of an undeclared conflict of interest affecting another Director / Trustee or committee member.

In line with the Articles of Association, Directors / Trustees must:

- declare an interest before the meeting or at the meeting before discussion begins on the matter;
- be absent from the meeting for that item unless expressly invited to remain in order to provide information;

- not be counted in the quorum for that part of the meeting; and
- have no vote on the matter and be absent during the vote if so requested by the other Directors / Trustees / committee members.

Notes for new Directors / Trustees

Directors / Trustees of The Chartered Secretaries' Charitable Trust:

do not receive any payment, other than reimbursement of appropriate expenses that have necessarily occurred in the undertaking of their charitable duties,

must be able and willing to devote sufficient commitment and time to the duties and responsibilities of Trusteeship and to undertake training as appropriate,

act solely in the interests of the Trust and all beneficiaries,

uphold confidentiality and discretion in all Trust matters.

Prior to appointment

Directors / Trustees are subject to the following checks:

Charity Commission (trustee removals)
Companies House (director disqualifications)
Individual Insolvency Register
Disclosure and Barring Service (DBS) enhanced check.
Receipt of two references.

Further information

Additional information on the duties and responsibilities of trusteeship can be found:

[Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](#)

[Setting up and running a charity: Trustee role and board - detailed information - GOV.UK \(www.gov.uk\)](#)

[The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#)

Director / Trustee questionnaire

Please return to csct@cgi.org.uk remembering to attach your CV

Your name:

Contact email:

Contact telephone number:

Date of application

Skill/expertise/knowledge/qualification Please score High (H), Medium (M) or Low (L)	H/M/L	How would you contribute your skills, experience or qualifications to the Board? You need only complete those sections that you believe are appropriate.	
Charity/voluntary organisation governance			
Committee experience of serving on boards/committees			
Finance/accountancy in relation to charitable accounts			
Financial management in relation to investments			
Information technology			
Fundraising/Income generation			
Legislation that has an impact on charities			
Marketing			
Risk management			
Strategic planning			
Please explain your interest in the role and how this aligns with your values and motivation for contributing to our charity.			
Please describe the skills, experience, and perspective you would bring to the trustee role with reference to the person specification.			
Details required	Referee A	Referee B	
Name:			
Position:			
Contact email:			
Contact telephone number:			



The Chartered Secretaries'
Charitable Trust

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Registered charity no. 1152784

Company registration no. 8602517

