



Soham Action 4 Youth
4 St Andrew's Park
Soham
CB7 5GZ
15th January 2018

Dear Ms Smart,

I am writing in my capacity as Chair of Soham Action 4 Youth (charity number 1119761) concerning the appointment of Trustees to our Board. Our constitution contains a clause indicating that our Board should include one Trustee nominated by East Cambridgeshire District Council. The actual appointment is subject to approval by the existing Board in the usual manner (including the taking up of references, and an interview) but in the event that there were some reason why we felt unable to appoint a nominated candidate, we would of course ask the council to propose an alternative candidate.

At present, the Board comprises five Trustees, and we have drawn up a Person Specification outlining the kind of candidate we would ideally hope to interview (please see attached). It would be very much appreciated if you were able to consider these attributes and make a suitable suggestion. I would like also to draw your attention to the issue of a potential conflict of interest if the candidate were to have close links with any local body with which we might have future dealings; this is not to say that such links would be an absolute bar to appointment, but the Board would need to be satisfied that any conflict can be appropriately managed. If you could ask the appropriate person or committee to please give this matter some consideration, we would be very happy to receive a nomination from you at your convenience.

Best Regards,
Steve Jenkins
Chairperson, Soham Action 4 Youth
sjj24@cam.ac.uk

Soham Action 4 Youth

Appointment to Board of Trustees - Person Specification

Rationale

The Board recognises the importance of achieving a diversity of relevant skills amongst its members. Accordingly, in considering the appointment of new Trustees, it will give weight to the ways in which candidates may either strengthen areas of current competence or contribute expertise currently lacking amongst its existing members. In addition, the following personal attributes will be taken into account...

Essential Attributes

- Committed to furthering the objects of SA4Y
- Enthusiastic, professional and discrete
- Able to attend at least four trustee meetings per annum
- Lacking any irreconcilable conflict of interest

Desirable Attributes

- Experience within the charity sector (trustee, employee or volunteer)
- Experience of accounting procedures, the legal profession, or charity governance
- Fundraising or project management experience
- Links to local community organisations and/or businesses
- Experience working with young people
- Awareness of child protection, health and safety, etc