



# BECOME A TRUSTEE

## What is Conway Hall?

With a landmark venue, and over 100 years of championing independent voices promoting equality, social justice, and a better life for all – we call that ETHICS – Conway Hall offers the perfect platform for those driven by the same passion for change.

We curate, support and facilitate people and ideas that **Make Ethics Matter** in the world, through a vibrant arts, events and learning programme, in person and online.

Together, we are **Creative, Diverse, Historic, Human and Kind**.

## What does a Trustee do?

Trustees are actively involved in the strategic direction, governance and decision making of charities. They volunteer their time and expertise to ensure charities stay true to their guiding mission, vision and strategic priorities.

Conway Hall Ethical Society's charitable object is "the advancement of study, research and education in humanist ethical principles".

Our Trustees should align with our vision and values and actively apply their skills, expertise, knowledge and networks to further the charity's aims.

In addition to developing new skills, being a Trustee also allows you to see the positive impact your decisions have on people's lives, the communities we serve and the direction of our historic society.

For detailed information about being a Trustee: [gov.uk/guidance/charity-trustee-whats-involved](https://www.gov.uk/guidance/charity-trustee-whats-involved)

## Is it paid?

Being a Trustee is voluntary and there is no financial remuneration. However, reasonable expenses can be claimed by agreement.





## How much time will it take?

There is one full Trustee meeting every two months, which usually takes place from 6pm and lasts between one and two hours.

But there are also additional committees and working groups, which Trustees are actively encouraged to join, as well as some documents and reports to read before meetings.

The position is held for three years before trustees must stand for re-election.



## What skills or knowledge should I have?

Previous Trustee experience is not necessary and we welcome applications from all ages and backgrounds.

We're looking for people with:

- Independent judgement and an ability to think creatively
- Good interpersonal and communication skills
- An ability to contribute and engage well with a group of experienced, enthusiastic, and committed Trustees and staff
- The vision, planning, and organisational skills to help steer the future direction of Conway Hall
- An ability to manage uncertainty, especially financial, and act within tight resources
- A willingness to learn about and understand the legal duties, responsibilities, and liabilities of trusteeship



Although this is not necessary for all potential Trustees, we would particularly like to hear from people with experience of:

- Making decisions at board level in a complex stakeholder environment
- Fundraising for charities and arts organisations
- Legal, Learning and Education
- Finance and Accounting
- Property / Estate Management
- Diversity / Access / Inclusion





## That sounds like me - what's next?

Conway Hall Ethical Society is a membership organisation. Trustees are elected by the members at the Society's AGM.

To apply please email a copy of your CV, supporting statement and a completed Equality and Diversity form:

[conwayhall.org.uk/equalitydiversityform22](https://conwayhall.org.uk/equalitydiversityform22)

In no more than 400 words, your supporting statement should cover:

- Why you want to be a Trustee of Conway Hall Ethical Society
- What you feel you can offer
- How and why you support our charitable object, vision and mission

Your supporting statement will be sent to members in advance of the AGM.



## What's the process after I apply?

Your application will be sent to the current Trustees. You will be contacted by the CEO, who will outline the the election process for new Trustees at the AGM.

You will attend the AGM, on Tuesday 5th March 2024 at 6pm.



## I've got some questions...

If you have any queries about any aspect of this process, need additional information, or would like to have an informal discussion, please contact our CEO, Dr Jim Walsh, via email at:

[ceo@conwayhall.org.uk](mailto:ceo@conwayhall.org.uk)

You may also like to see our latest Annual Review, which has an overview of our activities in 2022 and our statutory financial statements:

[conwayhall.org.uk/annualreview2022](https://conwayhall.org.uk/annualreview2022)



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and facilitate people  
and ideas that

# MAKE ETHICS MATTER



## Historic

We embrace our  
history and share  
our heritage, in  
order to build a  
platform for future  
progress.



## Diverse

We celebrate the  
benefits of many  
viewpoints and those  
working together for  
common goals and  
minority rights.



## Creative

We believe in the  
power of creativity  
and culture to  
stretch our minds.



## Kind

We seek to avoid  
causing harm,  
preferring options  
which benefit people  
and help them to  
live freely.



## Human

We believe in the  
power of people  
solving problems  
together to build the  
world we want to  
live in.

