

# EPWORTH OLD RECTORY VOLUNTEER OUTLINE AND PERSON SPECIFICATION

## **VOLUNTEER ROLE:**

**Director of the Charitable Incorporated Organisation (CIO) for Epworth Old Rectory**

### **1. Location:**

Home-based and meetings at Epworth Old Rectory (EOR)

### **2. Purpose and Objective:**

To support and contribute to the work of the CIO in developing the life of EOR as a museum and place of pilgrimage

### **3. Accountable to:**

The Chair of the CIO

### **4. Relationships:**

4.1 The Chair of Trustees of EOR

4.2 Fellow directors of the CIO and trustees of EOR Trust

4.3 The Strategic Manager of EOR

4.4 The Methodist Heritage Officer, based in the central office of the British Methodist Church

### **5. Main Tasks:**

5.1 To attend regular meetings of the CIO (usually bi-monthly)

5.2 To contribute to the work of the CIO in accordance with EOR's Forward Plan, in particular progressing and driving the development plans (see Ref 1 below), the Memorandum of Agreement between EOR Trust and the CIO and the Service Level Agreement with the Methodist Council (see Ref 2 below)

5.3 To use personal, professional or business skills as required to carry out the role

5.4 To contribute between meetings electronically as required

5.5 To represent the CIO as required and as directed by the CIO (eg at Conference, at meetings with external parties)

### **6. Induction:**

As part of the induction the new director will be offered a tour of Epworth Old Rectory. On or before his or her first appointment, the CIO directors will make available to each new CIO director:

6.1 A copy of the current version of the CIO (Operations) constitution (see Ref 3 below)

6.2 A copy of the latest CIO Directors' Annual Report and statement of accounts (see Ref 4 below)

6.3 The Charity Commission requirements for trustees (see Ref 5 below)

### **7. Appointment:**

7.1 In selecting individuals for appointment as CIO directors, the CIO directors will have regard to the skills, knowledge and experience needed for the effective administration of the CIO

7.2 Regarding length of service, directors will serve for a term of six years (unless retiring or resigning sooner). Any person retiring as a CIO director is eligible for reappointment. A CIO director who has served for three consecutive terms may not be reappointed for a fourth consecutive term, but may be reappointed after an interval of at least one year

### **8. Expenses:**

Reimbursement of essential costs (such as travel to meetings) is available

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### **9. Essential experience and characteristics:**

- 9.1 Sympathy to the Christian ethos and values of Epworth Old Rectory and the Methodist Church
- 9.2 Commitment to collaborative and team working

### **10. Desirable experience:**

- 10.1 Professional qualifications or proven ability in the particular skills area required for the effective fulfilment of the work of the CIO (In order to keep a balance on the board of directors and to meet needs at the time of appointment, different skills will be sought at different times, eg marketing, fundraising, maintenance, business administration)
- 10.2 A member of the Methodist Church

### **11. References to documents, as above:**

- Ref 1 EOR Forward Plan
- Ref 2 Memorandum of Agreement between EOR Trustees and the CIO and the Service Level Agreement with the Methodist Council, Document EOR 016
- Ref 3 Constitution of the EOR CIO (Operations) Document EOR 017
- Ref 4 The latest CIO Directors' Annual Report and statement of accounts (published annually)
- Ref 5 The Charity Commission rules for trustees (see Charity Commission website)