



# Trustee Recruitment Pack

 **Norwich office**

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**Registered Charity No:1060002**

# Letter from one of our Trustees



Hi there, my name is Oliver Marshall and I am a Trustee at Opening Doors.

Opening Doors is a userled organisation, this means we are run **BY** people with learning disabilities **FOR** people with learning disabilities. Being a Trustee is important to me because I get a say in how the charity is run.

We are looking for new Trustees at the moment. Our Trustee Board is a mix of people with learning disabilities and people who do not have a learning disability.

As Trustees we make big decisions about our money and our staff to make sure we are sticking to the laws.

Being a Trustee can help with your confidence as you will learn new skills, meet new people and work with a good group of people who all want to work hard,

This is a brilliant organisation, we are truly userled and believe in being properly equal.

Please look through this booklet to learn more about how we work and what we do.



# About Opening Doors



Opening Doors is a **user led organisation**.

This means we run it ourselves with staff to support us.

We are in charge and make the decisions, our staff help us think things through and make informed choices.

Our main aim is for all adults with learning disabilities in Norfolk to be confident individuals in control of their own lives, making their own decisions with support from people they can trust.



We have a Management Committee who run our organisation day-to-day. All members of our management committee are people with learning disabilities who volunteer their time.

We also have a Board of Trustees who oversee things at Opening Doors. The Board is made up of members who have a learning disability and some who do not. Everyone works together.



# Our aims



Every charity has aims.

These say what the charity is trying to do. Opening Doors has 3 key aims which are set out in our **Constitution** (our rules).



**Write and run training and education for people with learning disabilities in Norfolk**

So people learn new skills and get more confident to take part in their local community.



**Training people who do not have a learning disability**

So they understand the needs and rights of people with learning disabilities



**Work on things that are important to people with learning disabilities**

Like taking part in research and sharing what we find out



# What does a Trustee do?



## The main duties of a Trustee are



To read our rules and constitution carefully so you can help us to work within these rules all the time.



To attend our Trustee Training at least once a year about what Opening Doors does and what our values are.



To work with us so we achieve our aims and help to make sure that our charity is run safely and well.



To attend at least 6 Trustee Board meetings each year.

Sometimes there are extra meetings to discuss important or difficult things.



You can join some meetings on zoom but you must come to meetings face-to-face **at least twice each year.**



To be able to do some thinking and talking to people in between Trustee Board meetings.

3 to 5 hours



To answer emails or phone calls about important issues.

Being a Trustee will take 3 to 5 hours each month.



Trustees are on the Board for **3 years**.  
After that they can offer to stay on for another **3 years**.  
After 6 years they must stand down.



To take part **as equal members of the board**, whether you are a Trustee with a learning disability or not.



To be prepared to say things even when it feels uncomfortable or difficult to talk about.



To think as your own person and not just follow how other people vote.

Your views, your vote and your questions are important and help us to think things through carefully.



Trustees with a learning disability get **independent support** to help them do their role.



They have a support session with their independent supporters once each month.  
You need to come to the office for this.



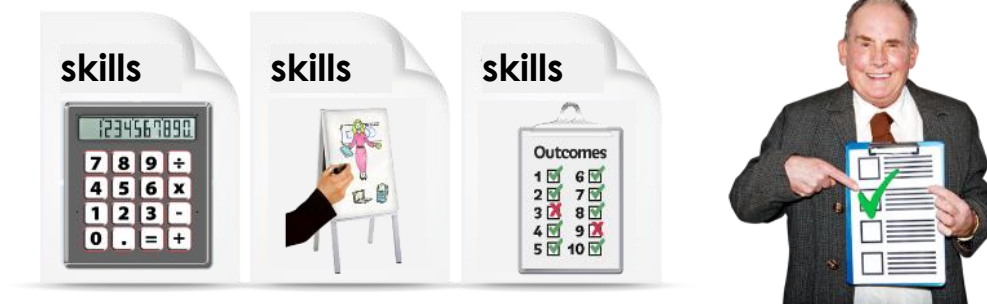
Our trustee board believe in working together as a team.  
In our charity we think people can achieve more by working together.



We help each other to think about things carefully and make good decisions.



# What skills do we need?



Every organisation needs a group of Trustees with different skills.  
Skills are the things people are good at.  
Opening Doors needs trustees who...

What we have done with our money	
The money we spent over the year.	£165,499
The money we have been given over the year.	£226,824
What we had left at the end of March 2016.	£61,325
This meant we added some money to our savings account this year.	£61,325



Understand money and reading money reports

Understand the issues about looking after staff



Can work well with independent supporters



Can keep information confidential



Understand learning disability



Understand what being an employer involves



Understand advocacy, self advocacy and rights



Understand meetings and how they run



Understand how to raise and spend funding



Understand laws and how these affect peoples' lives

# I am interested, what happens next?



**01603  
631433**

Please email or ring our office and ask for a **Trustee Recruitment Pack**.



**admin@openingdoors.org.uk**



Fill in the **Tell us about you** form which is in the middle of this pack. It has **blue edges** and there are 2 sides, fill in both of them.



Send your form back to us. You can use the envelope, hand it in at our office or email it.



You **must** come and see how a Trustee Board meeting works. We will arrange this with you.



You must keep what you hear when you visit the meeting confidential.



Trustees will look at all the application forms and decide who they want to interview.



We will let you know if the Trustees want you to come for a short and friendly interview.



### **After your interview**

Trustees will decide if they want you to join the Board at Opening Doors. They will let you know.















There will be more forms you need to fill in before you can join the Board fully. We will also arrange a DBS check.



If they do not choose you they will let you know and tell you why. We will try and help you get more skills and experience to help you.

# Tell us about you



	<p>Your name</p>
	<p>Are you over 18?</p>
	<p>Your address</p>
	<p>Your phone number</p>
	<p>Your mobile number</p>
	<p>Your email address</p>
	<p>Do you have a learning disability</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <input style="width: 100px; height: 30px;" type="text"/> Yes         </div> <div style="text-align: center;">  <input style="width: 100px; height: 30px;" type="text"/> No         </div> </div>
	<p>Would you be willing to have a DBS check?</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <input style="width: 100px; height: 30px;" type="text"/> Yes         </div> <div style="text-align: center;">  <input style="width: 100px; height: 30px;" type="text"/> No         </div> </div>





# Tell us about you

Tell us why you want to be a Trustee of Opening Doors.  
Think about what **you** can bring to the charity  
Read through the **skills** section to help you think  
You can ask someone to support you but it must be **your** words



You can write your answer to this or  
send us a short video or recording.