



## **London City Farms and Community Gardens Association** **2022 Trustee Recruitment Pack including Application Form** *Updated March 2022*

### **About the London City Farms and Community Gardens Association**

- Set up in order to facilitate the annual London Harvest Festival, and was incorporated as a Charity and Company Limited by Guarantee in 2008.
- Works closely with Social Farms & Gardens to provide peer support for members through regular meetings and referrals.
- Runs a website and social media to promote the work of members and to share relevant information.

### **The Roles and Responsibilities of Trustees**

The LCFCGA is allowed to have 3-7 trustees. As of June 2022 it has 7 trustees

The primary roles of the Trustees are:

- To oversee the annual London Harvest Festival and ensure that it is conducted in a safe and financially responsible manner
- To maintain an awareness and understanding of the needs of members and act on them as appropriate
- Support activities that promote the work and sustainability of City Farms and community gardens in London

In order to perform these roles, Trustees will commonly do the following:

- meet regularly with other members
- regularly review the finances of the organisation
- be actively involved in festival planning
- engage with charities and other organisations outside the membership with overlapping interests

In addition, usually two Trustees also represent London members as Trustees of Social Farms & Gardens

Trustees are expected to have the following skills:

- basic understanding of festival planning
- high levels of proficiency in safeguarding children and vulnerable adults
- high levels of proficiency in charity management

LCFCGA is run as a co-operative board, without a Chair. Trustees take turns chairing meetings. The Association does have a Treasurer who is responsible for our accounts, and a volunteer Company Secretary who is responsible for minutes.

Trustee meetings are held quarterly.

## **Process of Trustee Recruitment**

Step 1. Informal conversation between prospective Trustee and 2 current Trustees.  
(Via zoom or in person)

Step 2. Prospective Trustee to complete Application form (see attached)

Step 3. Application form will be reviewed by recruitment committee members. The committee may ask the applicant to participate in a formal interview. The committee will usually ask the applicant to attend one or two meetings prior to voting on their admittance.

Step 4. The recruitment committee will put forward a recommendation to the entire board regarding the applicant's suitability. The Board will vote.

Step 5. The new Trustees will be put forward for final approval at the following AGM.

- The applicant can demonstrate active involvement with LCFCGA in the previous year e.g attending LCFCGA meetings, taking part in the harvest festival or other member projects events, volunteering on a member project
- The applicant can demonstrate a clear understanding of the work members projects undertake and common issues experienced by them
- The applicant is directly involved with a member project

## **London City Farms and Community Gardens Association Trustee Code of Conduct**

As a trustee of the London City Farms & Community Gardens Association (LCFCGA) I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

### **Social Responsibility**

We exist primarily to serve the needs of our member organisations and the beneficiaries they serve.

### **Cooperation**

We will work together to achieve our goals, providing ample time and support for all members to share their ideas and opinions, and being respectful when disagreements occur.

### **Inclusion**

We are proactive in creating an environment where anyone participating in City Farming or Community Gardening in London feels welcome and valued as part of our community.

### **Accountability**

Everything LCFCGA does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within LCFCGA and equally when dealing with individuals and institutions outside it.

### **Transparency**

LCFCGA strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

### **Confidentiality**

We respect the privacy of members, trustees and others, and their right to confidentiality.

**London City Farms and Community Gardens Association  
Trustee Application Form**

**Please download and complete this form. If you need any help, please contact  
Rachel @ 07879730300 or londoncfg@gmail.com**

**1. Personal Details**

Title:	
First name(s):	
Surname:	
Address (for correspondence):	
Postcode	
Tel:	Mobile:
Email:	

**2. Interest and Motivation**

Please explain why you would like to become a Trustee

**3. Skills**

What relevant skills and expertise would you bring to the Board?

**4. Experience**

Please list below, details of recent relevant experience including employment, voluntary work, community activities, etc. (You may wish to attach a separate CV to the application form).

## 5. Links

Do you have any personal or professional links with the organisation? If so please specify.

## 6. References

Please supply us with the names and contact details of two referees that we may contact and in what capacity they know you. (The referees must not be a family member) Do you hold a current DBS certificate? Yes/No

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Name:

Address:

Postcode:

Tel: (daytime)

Email:

## Declaration

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not entered into a composition or arrangement with creditors which includes an individual voluntary arrangement (IVA), and am not currently on the Insolvency Service Register.
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am, in the light of the above, not disqualified by the Charities Act 2011 (sections 178 to 180) from acting as a charity trustee.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this application form and for your interest in becoming a Trustee. We aim to be back in touch with you within 2 weeks.

This form should be marked 'Confidential' and returned to

Rachel Schwartz, Company Secretary, londoncfg@gmail.com

***Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 2018 and will only be used for the purpose of selection of trustees.***