

Chair Recruitment Pack 2023



*Relieving poverty in
Fulham since 1618*

About Us

With a 400-year strong history of charitable giving, [Dr Edwards & Bishop King's Fulham Charity](#) (often referred to as DEBK) are a local charity that helps provide for the needs of people living in the old Metropolitan Borough of Fulham, London, since 1618. Currently, our three principal funding streams to achieve our objectives are:

- **Relief in Need** - We supply grants for essential items to Fulham residents on low incomes who may be referred by local welfare agencies or who may apply direct
- **Grants for Organisations** - We provide grants for running costs, or for projects, to organisations who are helping local people in need
- **Summer Schemes** - For children who would not otherwise have a break during the summer holidays

History and Constitution

DEBK exists as a result of the terms of two wills, dating back to the early part of the Seventeenth Century. To the best of our knowledge, the charity was begun in the year 1618 – meaning that 2018 was our 400th birthday. Survival over time has been the result of careful management, and help has been given to the people of Fulham throughout, enabling a small but vital element of need relief for individuals and families otherwise struggling to cope.

Dr Edwards & Bishop King's Fulham Endowment Fund is a separate entity and is a subsidiary of the main charity in order to protect the endowment.

Area of Giving

Click on the map to view in detail the addresses that fall within our benefit area.

Our Charitable Objects

- The relief either generally or individually of persons resident in the area of benefit who are in conditions of need, hardship or distress
- The advancement of education by paying for the education and training for persons in need for the aim of their obtaining employment



Overview of our financial year 2021-22; a challenging but positive year

As with many charities coming out of the worldwide pandemic, we have been through a time where we have needed to adapt what we do and also take stock of how we go forward. During this time our long-standing Chair retired due to ill health, and we are extremely grateful that our Vice Chair stepped in an interim capacity. We also said goodbye to the Executive Director who had led the charity for ten years. Two such changes will inevitably have a significant impact on a small organisation, but we see this new phase as a chance to reinvigorate our grantmaking and ensure that we really make a difference in Fulham.

260 'Relief in Need' grants to the value of £177,000 were awarded, a slight increase on the previous year.

We directly supported individuals and families with the supply of goods for households such as cookers, washing machines, fridges, flooring, childcare equipment, clothing and other essential items.

We provided £145,514 over the period in grants to organisations, a slight increase on the previous year with many charities adapting services as we came out of the pandemic.

We gave support to a number of organisations and projects that were trying to address problems such as:

- Food poverty (particularly where people were self-isolating, unable to shop).
- Getting online (particularly older people, and school children).
- Reducing isolation (even where the implemented contact methods were 'virtual').
- Supporting those with mental health diagnoses.
- Enabling 'controlled' social activities for young people.
- Providing (virtual) advice and support.

Our total income for the year 2021/2022 was £459,736. Annual accounts to follow.

[View our 2021/22 annual accounts here](#)

In 2021/22, the amount awarded for 'Summer Schemes' dropped to £14.5k – largely because providers struggled to arrange events when rules were constantly changing.

Only seven providers were able to make any kinds of arrangements and we were delighted at being able to play our part in that delivery.



Role Description

Role title:	Chair
Direct Report:	The Chair line manages the CEO
Details:	This is a voluntary role which is mainly home based with Trustee meetings being held at a community venue in Fulham. The role is likely to take the equivalent of at least two days a month with regular virtual or in person meetings with the CEO.

1 Role Summary

- Provides leadership to Trustees and enables the Board to fulfil their responsibilities for the overall governance and strategic direction of DEBK.
- Leads the Trustee Board in ensuring that DEBK pursues its objects as defined in its articles of association and complies with its regulators, the Charity Commission and Companies House.
- Works in partnership with the CEO, helping her achieve the aims of the organisation; and to develop the relationship between the board of Trustees and the staff.
- Facilitates the board of Trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

2 Main Responsibilities of the Chair

In relation to the Board

- Lead the Board to formulate strategic plans and regular review of long-term strategic aims of the charity.
- Lead the Board to develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Approve the annual cycle of the board meetings, meeting agendas, awayday, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among Board members and encourage them to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with trustees and the CEO through review and self-reflective evaluation of contributions and effectiveness of the board.

In relation to the Chief Executive Officer (CEO)

- In participation with the Board, lead the process of appraising and constructively guiding the performance of the CEO.
- Assume guardianship of the legal and financial integrity of the charity.
- Consult with CEO on matters of strategy, governance, finance and HR.
- Oversee the CEO's activities in the context of the implementation of Board's strategy and policies.
- Maintain careful oversight of any risk to reputation and/or financial standing of DEBK.
- Receive regular informal progress reports of DEBK's work and financial performance through the CEO.

In relation to the community and code of conduct

- Along with the CEO, where necessary, represent DEBK as a spokesperson at appropriate events, meetings or functions.
- Ensure that measures are in place to manage DEBK's properties and that they are protected effectively.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees, within the organisation and liaise with the CEO to achieve this.
- Undertake review of external complaints as defined by the DEBK's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the board's fiduciary duties.

3. Qualities of a Chair

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Strong connection with Fulham and most likely residing in Fulham.

Desirable

- Prior experience of committee/trustee work.
- Whilst it is not necessary to have chaired a Trustee Board previously, prior experience of chairing meetings at a senior level is desirable.
- Knowledge of grant making.
- An understanding of community organisations and an empathetic understanding towards people who are struggling and in need of help.

4 Meetings

- The Board meets at least 4 times a year and the meetings are mostly held in person, 5.30-7pm. At present, the Relief in Need committee meets 10 times a year, the Finance meets 3 times a year and the Governance and Development Committees each meet 2 times a year. Meetings are mostly held in person at the Sobus venue on Dawes Road, and the Relief in Need committee meets online.
- The awayday is likely to take place on a Saturday during the year.
- The Chair will meet either in person or online with the CEO on a regular basis.

How to Apply

This is a wonderful opportunity to lead a charity which has served Fulham residents for over 400 years. DEBK provides vital support to those that need it most and if you believe that you have the skills and experience to join the charity, we would very much like to hear from you. To apply, please send:

- A recent CV with the details of two referees. We will not contact them without your permission.
- A supporting statement that addresses how you meet the criteria for the role and outlines your motivations for applying.

Please send your application for the attention of current Chair, Sue O'Neill, to our CEO at amelia@debk.org.uk

If you would like to have an informal discussion about the role, please do contact Amelia Gosal at the email address above or on 07552 506771

Timetable

Closing date for applications: 30 March 2023. Please note that we will consider applications as they come in and arrange meetings accordingly.

We look forward to hearing from you.