



OPPORTUNITIES FOR SERVICE TRUSTEE/DIRECTORS

Community Furniture Stores (York) Ltd,
(Selby) Ltd & (Ryedale) Ltd

The Community Furniture Stores are seeking new Trustee/directors to help guide the management and future development of three lively community-focused organisations.

The main charitable objects of the Community Furniture Stores are:

- *to help people in need of furniture and other household goods*
- *to provide training and volunteering opportunities*
- *to encourage re-cycling and environmental awareness*

Visit www.cfstores.org.uk to learn more about our activities

The three charities, which work together as a group, collect donated unwanted furniture and other household items and make them available for re-use. Re-usable furniture and some new goods, such as beds and appliances, are sold through local Stores. Active in York from 1988, Selby 2004 and Scarborough 2015, the Stores are open to the general public but customers with proof of low-income buy at much lower prices, currently about 30% discount.

Nearly 20,000 items (475 tons) of furniture and electrical goods are returned to use each year, many of which might otherwise have been thrown away. All three stores sell paint through the Community Repaint scheme.

Local people, including those struggling to find jobs, fulfilling Community Service orders or with other barriers to work, help to run the Stores. Workshops to refurbish and up-cycle furniture operate at Selby and Scarborough. Since Selby opened, some 40,000 hours of work experience have helped over 400 people to gain employment, move on to further training or to become active volunteers. Electrical goods are also tested before sale and a project to repair laptop computers and other IT items has recently been established at York.

The York Store normally sells about 10,000 items per year, with about 65% currently being to low-income customers. The store is also the chosen provider of furniture and appliances for people supported through the City of York Council Financial Assistance Fund.

The Annual Reports and Accounts also provide more detail about the organisations' activity and finances. They can be viewed through the Charity Commission website:

<http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx> and insert Community Furniture Store in the "Charity Search" box.

Paper or e-mail copies are available on request.

ROLE DESCRIPTION FOR CFS TRUSTEES/DIRECTORS

Main purpose

The primary task of the trustee/directors is to steer the development of the Community Furniture Stores and oversee their management to achieve their charitable objects.

Key duties & responsibilities

The trustee/directors should:

- use their experience, skills and knowledge for the maximum benefit of the Community Furniture Stores
- actively participate in providing strategic direction, innovative thinking and business planning to develop policies and projects and set aims, targets and programmes
- regularly review and monitor organisational activity and finances
- assist the achievement of informed and balanced decisions
- accept collective responsibility for Community Furniture Store decisions
- challenge proposals that exceed or appear to go against adopted policies, plans, programmes or procedures
- act with openness and independent, non-political judgement
- be committed to working in the best interests of the Community Furniture Stores
- be an ambassador for the Community Furniture Stores, championing and promoting understanding of the objects and interests of the organisations
- remain alert to external matters which might assist or affect the work of the Community Furniture Stores
- ensure that the organisations meet regulatory requirements.

In order to achieve this, trustee/directors are expected to commit time to:

- prepare for, attend and actively contribute to meetings of the Trustee Board
- to serve on sub-groups or lead a specific area of work
- attend training and briefing sessions, relevant to trusteeship and the work of the Stores
- to visit the Stores from time to time to observe activities, engage with staff and highlight issues of concern
- using electronic communication methods, when necessary.

Helping organisations develop, through service as a trustee, can be very interesting and rewarding. <https://reachvolunteering.org.uk/guide/become-trustee>

Charity Commission guidance summarises the legal duties of compliance, prudence and care: **CC3 - The Essential Trustee: What you need to know**

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> .

Although registered as three separate charities and limited companies, the Community Furniture Stores are jointly managed by the same trustee/directors (up to 12) and senior staff. Trustee/director appointments are made by co-option during the year, with formal appointment initially for three years, at the subsequent AGMs held in the autumn. Service as a Trustee/director is unpaid but travel and other expenses can be claimed.

There are usually 4-5 Joint Board Meetings, plus the AGMs each year. Meetings are usually held at York, Selby or Scarborough, generally in the early evening. Other involvement such as service on working groups or as an officer (Chair, vice-Chair or Treasurer) would relate to organisational needs, personal skills and availability.

What skills and experience could you bring?

Trustees with some of the following experience, skills or interests are particularly useful to the Community Furniture Stores to complement and support staff skills:

- Management or board membership in charity or commercial sectors
- Business development and funding, including grant-seeking
- Publicity, marketing, media and communications
- Public relations and networking
- Information Technology
- Human resources, health & safety, policy development
- Financial management or accountancy
- Legal – employment, charity, property, other
- Poverty, welfare services, homelessness and unemployment
- Equal opportunities, disability & discrimination
- Recycling and wider environmental issues

We hope to find more trustees from the Scarborough area, as well as from York and Selby. We also seek to maintain a good gender balance. We are keen to hear from applicants with interest, capacity and time to serve, in due course, as officers or lead working groups.

How to apply?

Please use the form available at <https://communityfurniturestore.co.uk/employment-and-volunteering> to tell us about your interest in becoming a trustee, your relevant experience and skills and any special contribution you feel you could make. Please also provide the names and contact details for two referees.

Applications should be sent by email with *CFS-T-your initials* in the header, to becci@cfstores.org.uk to arrive by noon on *Wednesday 6 April 2022*.

In case of difficulties please contact Becci on 01904 426444 at:
CFS Registered Offices, Unit 29, The Raylor Centre, James Street, York, YO10 3DW

For an informal discussion with a currently serving trustee, also contact becci@cfstores.org.uk

Interviews with a group of current trustees will take place on *Monday 25 April 2022* at CFS York. Selected applicants will be invited to sit in as observers at a CFS Board Meeting on *Tuesday 10 May* at Scarborough or *Tuesday 5 July* at York.

Community Furniture Stores (York) Ltd, (Selby) Ltd & (Ryedale) Ltd

Formal charitable objects

HELPING PEOPLE IN NEED OF FURNITURE & OTHER HOUSEHOLD GOODS

To relieve generally or individually persons who are in conditions of need, hardship or distress by the provision by gift, sale, lease or otherwise of furniture or other facilities calculated to relieve such persons.

PROVIDING TRAINING & VOLUNTEERING OPPORTUNITIES

To promote the advancement of education by providing education, support and work experience for people who are unemployed or otherwise in need of such training to equip them with the skills necessary to be able to find employment.

ENCOURAGING RECYCLING & ENVIRONMENTAL AWARENESS

To protect and safeguard the environment through the practice and promotion of more sustainable waste management activities and the education of the public about environmental matters related to re-use and recycling of household and industrial waste.

DEVELOPING NEW SERVICES

To promote such other charitable purposes as the trustees/directors deem to be consistent with the objects and ethos of the charity.

The organisations are registered as separate charities and companies but have the same trustee/directors.

COMMUNITY FURNITURE STORE (YORK) LIMITED

UNIT 29, THE RAYLOR CENTRE, JAMES ST, YORK, YO10 3DW
01904 426444

Charity Number: 1114605 Company Reg. 05748697

COMMUNITY FURNITURE STORE (SELBY) LIMITED

UNIT 2, BAWTRY ROAD INDUSTRIAL ESTATE, SELBY, YO8 8NB
01757 291444

Charity Number: 1114619 Company Reg. 05748655

COMMUNITY FURNITURE STORE (RYEDALE) LIMITED

Unit 5, Mount View Business Park, Salisbury Street, Seamer Road, Scarborough, YO12 4EH
01723 267177

Charity Number: 1156411 Company Reg. 08384583

REGISTERED OFFICE FOR ALL STORES: UNIT 29, THE RAYLOR CENTRE, JAMES ST, YORK, YO10 3DW

www.cfstores.org.uk