



Free UK Genealogy is a Charity that is committed to opening up public records of family history and making them available through searchable databases. At the forefront of providing free access to genealogical material, the Charity has helped to shape the current enthusiasm for researching family history.

The Charity operates the sites:-

FreeBMD.org.uk

FreeREG.org.uk

FreeCEN.org.uk

We are looking for capable motivated individuals to join our Board of Trustees and help shape the strategic growth of the organisation. We are looking for people with backgrounds in one or more of the following areas:-

- Charity Accounting
- Fundraising
- Genealogy
- Open Data
- Charity Law
- Volunteer Management
- Web Design
- Intellectual Property Law

Commitment

The Free UK Genealogy holds quarterly meetings with all but two of those meetings, in a year, taking place via video conferencing.

Trustees are also involved in work outside of the meetings mainly through email exchanges.

The role of Trustee is unpaid and Trustees are expected to take part in all meetings. Should a Trustees miss three consecutive meetings, the Chair will discuss with the Trustee whether their position on the Board is productive for the Trustee and the Charity.

Terms of Trustees

Trustees serve a term of no more than three years. Ideally, Trustees should formally stand down at the end of this term. However, longer terms can be acceptable with the agreement of the Trustee Board.

Duties and Responsibilities

1) Overall Purpose

The Board is the governing body of the organisation with the legal responsibility to ensure that the Charity is well managed and is operating within the law. The Board is also responsible for setting the strategic direction of the organisation and ensuring that activities are in line with the charitable objectives.

2) Responsibilities

Detailed guidance on the responsibilities of Trustees is available on the [Charity Commission website](#).

Trustees have, and must accept, ultimate responsibility for directing the affairs of the charity. They must ensure that it is solvent, it is being well managed and is working towards the charitable objectives it was set up to achieve.

1. Trustees must ensure that the Charity is compliant with charity law and the regulatory requirements set out by the Charity Commission. In particular Trustees must ensure that the Charity must prepare reports on what it has achieved and Annual Returns and accounts as required by law.
2. Trustees must ensure that the Charity does not breach any of the requirements or rules set out in its governing document and that it remains true to its charitable purpose.
3. Trustees must ensure that the Charity remains solvent
4. Trustees must ensure that charitable funds and assets are used reasonably and only in furtherance of the Charity's objects.
5. Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
6. Trustees should take special care when investing the funds of the charity, or borrowing funds for the charity to use.
7. Trust must use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

8. Trustees must consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

3) Personal Attributes

- An enthusiasm for family history and the social benefits of providing access to historical records
- An awareness of the value of keeping Public Records in the public domain
- An enthusiasm for supporting volunteers
- A commitment to carry out the duties of a Trustees
- The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of the views of other people
- A willingness to deal openly with staff and colleague Board members when pleased or displeased about an issue

4) Duties

Work with fellow Trustees and staff where appropriate to:

1. Formulate and review the mission, strategic aims, guiding principles and overall plans for the organisation
2. Regularly review progress against objectives
3. Determine and set down policies which cover key areas of the organisation's life, and are in keeping with Free UK Genealogy's overall aims and values
4. Ensure that the organisation operates within the legal and financial frameworks which apply to Free UK Genealogy as a registered charity
5. Appoint top level staff of high quality, with skills appropriate to their responsibilities
6. Set high standards in order to achieve 'best practice' in all aspects of Free UK Genealogy's work.
7. Share skills and provide information, knowledge, contacts, funds, and other support as broadly as possible, in order to support the full range of the organisation's activities

8. Properly prepare for and regularly attend meetings of the Board of Trustees, and contribute fully to all the business conducted
9. Support the Executive Director, other staff, volunteers and any others working for the organisation
10. Keep well informed on all aspects of the work of Free UK Genealogy
11. Act as an advocate and champion for Free UK Genealogy
12. Take heed of expert advice provided on matters beyond the competence of the Board of Trustees
13. Champion Free UK Genealogy and support the fundraising effort

To apply for this position please send a copy of your CV and a covering letter setting out how you feel your previous experience could support the organisation. Please make particular reference to any experience in any of the key areas we are seeking to address:-

- Charity Accounting
- Fundraising
- Genealogy
- Open Data
- Charity Law
- Volunteer Management
- Web Design
- Intellectual Property Law

Please send your email to info@freeukgenealogy.org.uk

Further information can be found at www.freeukgenealogy.org.uk

Please submit applications by the 31st January 2015