

# Friends of Tower Hamlets Cemetery Park

Registered Charity No.1107136. Company No. 5233 566.

The Cemetery Park Lodge, Tower Hamlets Cemetery Park, Southern Grove, London, E3 4XP

[www.fothcp.org](http://www.fothcp.org)

## About the Friends of Tower Hamlets Cemetery Park

**The Friends of Tower Hamlets Cemetery Park (FoTHCP) is an award-winning local charity working to protect, preserve and care for the Cemetery Park.** The site includes one of the historic 'Magnificent Seven' Victorian-era London cemeteries and adjoining areas including Scrapyard Meadow (Cantrell Road) and Ackroyd Drive Greenlink. The 31-acre Local Nature Reserve is a Site of Metropolitan Importance for Nature Conservation and London's most central urban woodland.

**Our passionate trustees, staff and volunteers share their energy, expert knowledge and vision to shape the future of the park for the benefit of all who use it.** Founded in 1990, we are the custodians who seek to protect, commemorate and share the history of Tower Hamlets Cemetery Park and maintain and develop it for enjoyment, remembrance and learning. We aim to improve London's natural environment; public engagement and understanding of its local history; support local health and wellbeing; and build social cohesion. Each year we provide hundreds of activities and volunteer opportunities for the benefit of the local community, many of which are free or subsidised.

**At this time, we are eager to speak to potential Trustees with experience in some or all of the following fields:**

- Legal
- Human Resources
- Finance / Treasury / Accounting

## The Role of a Trustee

### Overall Purpose of Trustees

The Board of Trustees is responsible for the overall governance of the Friends of Tower Hamlets Cemetery Park. This includes developing and delivering aims, objectives and goals in accordance with governing documents and legal/regulatory guidelines. The Charity's governance complies with the Code for the Voluntary and Community Sector, and other best practice guidelines published by the Charity Commission.

### Main Responsibilities

- Ensure that the organisation and its representatives:
  - operate in line with the charity's governing documents. These outline both the aims/purpose of the charity and rules on its operation, and
  - operate within all applicable legal and regulatory frameworks, including supporting the organisation in furthering its charitable objectives as agreed with the Charity Commission

- Act in the best interest of the charity and its stakeholders - including staff, volunteers, funders, beneficiaries - for the present and the future. This includes:
  - Determining the overall development and direction of the charity through ongoing good governance and strategic planning
  - Ensuring risk management, health and safety and safeguarding obligations are met
- Ensure that the charity continually strives for good practice in governance, including:
  - Managing the risks and opportunities that the charity faces, through either their own experience or to take professional advice where relevant.
  - Taking decisions or actions which best enable the Board to discharge duties, including managing conflicts of interest
  - Maintaining the confidentiality and/or sensitivity of information received in the course of Trustee duties
- Ensuring that as a trustee they have sufficient time and energy available to effectively contribute to the organisation and meet their associated duties.

### **Main Duties**

- Effectively and positively contribute to the organisation as an active trustee.
- Participate in all Members (AGM, EGMs) and Trustee meetings (presently four per year) and ad-hoc decisions, including preparing/reviewing relevant documentation, sharing relevant expertise and undertaking projects/activities that support the charity
- Whilst all trustees share overall responsibility for the governance, individual trustees (or sub-committees of such) may take a more active role in leading or reviewing specific activities, such as: Governance (Chair, Vice Chair); Finance; Fundraising & Grants; Human Resources; Marketing / Communications; Risk Management (Health and Safety, Safeguarding)

### **Accountability**

The Board of Trustees are responsible (and in some instances liable) for the function and governance of the charity. Accordingly, the Board and Trustees are accountable (in varying degrees) to a variety of stakeholders, including members, beneficiaries, funders, the Charity Commission and other regulators (e.g. Companies House).

Potential applicants are strongly encouraged to read and understand further information within the charity's governing documents, which detail the organisational structure, aims and function of the Friends of Tower Hamlets Cemetery Park. Further information on the role of trustees in general terms may also be found via the Charity Commission.

### **Trustee Engagement and Commitment**

A prospective trustee may attend trustee meetings for a probationary six-month period. Consistent with the governing documents of the organisation, new trustees must be nominated at the Friends of Tower Hamlets Cemetery Park's Annual General Meeting (typically in September) before officially taking up their position. Trustees must become Members of the Friends of Tower Hamlets Cemetery Park. Trustees can serve up to two consecutive three-year terms before stepping down.