



**Chartered
Institute of
Fundraising**

**Board of Trustees
Applications open
11-30 June 2025**

Board of Trustee Applications 2025

Thank you for your interest in joining the Chartered Institute of Fundraising Board of Trustees.

The following information is included in this pack to help guide your application:

- Introductory Information
- Trustee Role
- How to Apply
- Eligibility Criteria
- Election Rules

If you have any further queries, please be in touch with Melissa Appel
melissaa@ciof.org.uk

Board of Trustees

Our trustees are elected by our members and meet four times a year. Our trustees stand for three years and can be re-elected for a further three-year term. They can also co-opt additional members onto the Board for their specific skills. Our current Board of Trustees are:

- Harpreet Kondel, Chair (co-opted)
- Matt Parkes, Vice Chair
- Caroline Rand, Honorary Treasurer (co-opted)
- Monwara Ali
- Jordan Miller-Hughes
- Damian Chapman
- Bruce Tait
- Rebecca Mansell
- Gary Kernahan
- Sofia Zeenat Sheikh
- Jaswant Sodhi (2025 [Boardroom Apprentice](#))

You can read more about our Governance and Board of Trustees here: [Chartered Institute of Fundraising - Governance \(ciof.org.uk\)](#)

Trustee Role: Overview

Title: Trustee, Chartered Institute of Fundraising,

Time commitment: Four in-person Board meetings per year plus an Away Day, attendance at our Fundraising Convention and AGM (virtual). Board meetings will be held at our London office. Trustees will need to allow sufficient reading and preparation time for meetings and should anticipate the total time commitment averaging approximately one day per month.

Trustees are also asked to sit on one governance sub-committee. Meetings are held virtually up to four times per year, depending on committee.

Trustees are also expected, on occasion, to represent the Chartered Institute at various events and meetings with key internal and external stakeholders.

Trustees will be provided with a comprehensive induction programme including training.

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location: UK. Board meetings, away-days and strategy sessions will be held in person at our London office, although occasional meetings may be held virtually. Occasional UK-wide travel may be required.

Length of term: This is a three-year term, with the possibility of re-election for a further three-year term.

Reporting to: Chair of Trustees.

Trustee Role: principle responsibilities

The Trustees' primary role is to ensure that the Chartered Institute fulfils its charitable objectives and that monies received in furtherance of those objectives are applied effectively. In order to carry out this key role, the Trustees must do the following:

Mandate and reputation: Ensure that the Chartered Institute abides by stated charitable objectives and constitution and operates within the constraints of the law. The Trustees are responsible for preserving the Chartered Institute's good name and reputation.

Strategic planning: Ensure an appropriate strategic plan is in place, maintain oversight and adjust as necessary.

Business plan and budgets: Approve the Chartered Institute's business plan each year and monitor progress against plans and budgets.

Risk identification and management: Ensure effective processes exist to identify, minimise where possible, monitor and manage the potential risks that the Chartered Institute faces.

Management effectiveness and succession: Ensure that the right management team is in place and is operating effectively and efficiently.

Internal control and management information systems: Ensure that effective internal control systems exist to protect the organisation and the necessary management information systems exist to assess the Chartered Institute's performance and progress in meeting its objectives.

Accountability: Give account of their actions in appropriate ways to members, regulatory bodies, associated charities, staff and volunteers, and other stakeholders.

Trustee Role: operating principles

1. In discharging the responsibilities listed above, the role of Trustees is to ensure that the Chartered Institute is well managed, rather than to manage it themselves. Day-to-day implementation of policy will be delegated to the Chief Executive of the Chartered Institute and through the Chief Executive to the rest of the team. The Trustees' responsibilities are to ensure that proper procedures and checking mechanisms are in place so that they can be certain that management is doing its job in a cost-efficient and effective way and that staff, with the calibre needed to discharge their responsibilities, are in post.
2. This in turn requires that the Chief Executive of the Chartered Institute is accountable to the Trustees for the effective management of the Chartered Institute, for implementing policies and achieving the objectives laid down by the Trustees and for appointing suitable staff.
3. Trustees, advised by the Chief Executive, are responsible for setting the Chartered Institute's strategic direction, and holding the Chief Executive to account for delivering it. Part of their role is to support, encourage and challenge the Chief Executive and the CEO's senior colleagues.
4. In addition to serving the Chartered Institute as Trustees, most Trustees will also contribute by making available their specialist skills and experience.

For a comprehensive overview of the key legal and regulatory duties of a charity trustee, please see [The Essential Trustee](#) guidance, published by the Charity Commission

How to apply

We are a member-led organisation with volunteers at the heart, and we encourage all members to consider applying.

Our Board needs to reflect the diversity that we represent in our membership, drawing from charities of all sizes and from across the UK.

We are committed to ensuring that the Trustee Board is balanced in terms of gender identity and reflects the diversity of the UK population as a whole in terms of ethnicity, disability and sexual orientation. Applications from people who will increase the current diversity of our Board are positively encouraged.

Applications may be submitted in written form, or via video/audio file, and will require a proposer and seconder in support of your application. Applicants are also required to complete a self-declaration conduct form as part of our due diligence processes and commitment to creating a safe work environment.

Application Process

- You can apply via the application form linked [here](#)
- Trustee Applications open from 11th –30th June
- Applications assessed against the eligibility criteria by the Nominations and Elections Committee in late July. Candidate who meet the eligibility criteria will be put forward for election.
- Voting open 1st September to 21st September, supported by Civica Elections Services
- AGM and announcement of new trustees on 25th September 2024

Eligibility Criteria

All trustee applications must demonstrate that they meet the following essential criteria

- Ability to contribute to strategic decision-making, for example, experience of membership of a strategic board in an executive or non-executive capacity.
- Understanding the governance role of a trustee; candidates will be required to show their understanding of governance as different from executive roles, and have a strong desire to gain direct experience of governance through trusteeship.
- Experience of acting as a representative of an organisation, in informal as well as formal settings, an understanding of the values and mission of the Chartered Institute and the ability to put this across clearly and succinctly.
- Demonstrate an active commitment to equity, diversity and inclusion.
- Candidates should demonstrate a passion for Fundraising and be an advocate for the sector.

Election Rules

RULES IN RELATION TO CANDIDATE STATEMENTS, CANVASSING AND USE OF THE CHARTERED INSTITUTE'S RELATED DATA AND NETWORKS IN THE CONDUCT OF CHARTERED INSTITUTE OF FUNDRAISING TRUSTEE ELECTIONS

1. Candidates' statements

Candidates should provide statements (of up to 350 words or 120 seconds audio/video) with their application. Candidates' statements will be placed on the Chartered Institute of Fundraising website and/or appropriate partner website (for voting purposes) where they will be easily accessible. Candidates' statements will be listed in alphabetic order.

ii) Candidates' statements must demonstrate to voting members how they meet all the essential criteria and one or more of the desirable criteria and focus on their record of professional service to the Chartered Institute of Fundraising and to the fundraising profession. They should not include comments on other candidates' characters and abilities, nor comments, which could adversely reflect on the Chartered Institute of Fundraising's professional status and reputation.

2. Canvassing for support

Canvassing is permitted, within the following parameters:

i) No canvassing must take place in advance of the date of despatch of voting papers.

ii) No circulated material should refer to other candidates' characters and abilities, nor include statements which would adversely reflect on the Chartered Institute of Fundraising's professional status and reputation.

Election Rules - continued

- iii) Candidates must not make any offer or imply any inducement in relation to a candidature for possible election.
- iv) Chartered Institute of Fundraising Groups are permitted to send out emails to their groups in the usual way, publicising the election and candidates, but all candidates must be treated equally and be listed in alphabetical order.
- v) At all times all candidates must be promoted equally.
- vi) Chartered Institute of Fundraising mailing lists (which include Group mailing lists), and any social media accounts or pages directly linked to the Chartered Institute of Fundraising (i.e. CloF tweets, specific LinkedIn or Facebook pages) may **not** be used for the promotion of individual candidates over any other candidate.

Any candidate found to be in breach of these rules will be liable to sanctions by the Chartered Institute of Fundraising Board of Trustees, which could include disqualification.

Complaints

Any complaints about the conduct of the election must be made within one week of the result. A complaint must be sent initially to the Chief Executive, who will investigate and report to the Board and then to the Membership at the first available opportunity.

FURTHER INFORMATION

If you would like to find out more about what it means to be a Trustee of the Chartered Institute, please contact Melissa Appel at melissaa@ciof.org.uk