

Become a Trustee

Volunteer Trustee — Role Description and Recruitment Pack

Organisation	Bedhampton Community Centre — a Charitable Incorporated Organisation (CIO)
Registered charity	No. 1177531
Location	21 Bedhampton Road, Bedhampton, Havant, Hampshire, PO9 3ES
Role	Trustee (voluntary and unpaid; reasonable expenses reimbursed)
Reports to	The Board of Trustees collectively
Time commitment	Around 4–6 hours a month on average
Term of office	Three years, renewable for up to two further terms
Applications	We welcome enquiries at any time — there is no closing date
Contact	Chair of Trustees chair@bedhamptoncommunity.org 023 9248 0654
Version	V1.00 — Issued 19 August 2026

A word from the Board

Bedhampton Community Centre belongs to Bedhampton. It is where the toddler groups meet, where the Wednesday afternoon social group gathers, where people mark birthdays, weddings and wakes, and where a lot of quiet, everyday connection happens that would otherwise not happen at all.

Behind that is a small charity. Two employed staff and a handful of volunteers run the building day to day, and a Board of Trustees is legally responsible for making sure it is well run, financially sound and here for the long term.

We are looking for new trustees to join that Board. We will be honest with you: our Board is currently smaller than we would like, and that puts more weight on fewer shoulders than is healthy for any charity. Bringing in new people — with fresh perspectives, different skills and a genuine stake in Bedhampton — is one of the most important things we can do this year.

You do not need to have been a trustee before. You do not need to be a lawyer, an accountant or a governance expert. What matters most is that you care about this place, that you are willing to ask questions, and that you can commit a modest amount of time reliably. We will do the rest — full induction, support from experienced trustees, and training where you want it.

If that sounds like it might be you, please read on and get in touch. We would genuinely like to hear from you.

About Bedhampton Community Centre

We are an independent charity (a Charitable Incorporated Organisation, registered charity number 1177531). We lease the building from Havant Borough Council and run it ourselves — bookings, bar, kitchen, events, maintenance and all.

Our mission

Providing an accessible and completely inclusive centre, breaking down barriers and giving our community regular opportunities to help shape and develop what we offer.

Our vision

A community where everyone feels welcome and included, where everyone has a voice, and everyone has the opportunity to achieve.

Our values

- Always looking for the positive
- Giving our all
- Being kind
- Being inclusive

What that looks like day to day

A main hall with a stage and dance floor licensed for 150 people, a meeting room, a lounge, a commercial kitchen and a bar we run ourselves. Regular community groups, classes, private hires, parties and events — most weeks, most of the year.

What our trustees do

Trustees make sure that Bedhampton Community Centre achieves the charitable purpose set out in its Constitution. You oversee the overall management and administration of the charity, make sure it has a clear strategy, and check that our work and goals line up with our vision. Just as importantly, you support and challenge the management team so that the Centre can grow and thrive.

Trustees have a collective responsibility. This means trustees always act as a group and not as individuals.

Your duties

- Support and provide advice on BCC's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee BCC's financial plans and budgets, and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve BCC's financial statements.
- Provide support and challenge to the Centre Manager in the exercise of their delegated authority.
- Keep abreast of changes in BCC's operating environment.
- Contribute to regular reviews of BCC's own governance, and attend Board meetings properly prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect BCC's interests, to the exclusion of your own personal or any third-party interests.
- Contribute to the broader promotion of BCC's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when trustees need to be actively involved beyond Board meetings. That might mean scrutinising board papers, leading a discussion, advising on a new initiative, representing BCC externally, or picking up something where you have particular expertise.

It is worth saying plainly: trustees are volunteers, not staff. We are careful not to let the Board drift into doing the day-to-day work of running the Centre — that is the Centre Manager's job, and our job is to support and hold to account.

Who we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board.

You do not need previous governance or trustee experience — we provide a full induction and training.

We would particularly welcome interest from people with experience in any of the areas below. None of these is essential, and we are not expecting one person to have all of them. If you have something else useful to offer, tell us — we would rather hear from you than not.

Area	What this would look like in practice
Board leadership	Experience of chairing meetings, or of leading a committee, board or senior team. We are actively seeking someone who could take on the Chair role.
Property and premises	Buildings, facilities management, maintenance planning or working with a landlord. We lease from Havant Borough Council and have real property decisions to make.
Fundraising and grants	Writing bids, working with funders, or building relationships with local businesses and donors.
HR and people	Employment practice, recruitment, contracts or supporting a small staff team well.
Finance	Charity or small-business finance. Our Treasurer would value a colleague who can read a set of accounts confidently.
Marketing and community engagement	Reaching people who don't currently use the Centre, and telling our story well.
Lived experience	You use the Centre, live in Bedhampton, or belong to a community we are not currently hearing from. This counts as much as any professional skill.

Personal skills and qualities

- Willingness and ability to understand and accept the responsibilities and liabilities of a trustee, and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement, and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Desire to be involved in the community and get to know local people.
- Commitment to the seven principles of public life (the Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Who can be a trustee

There are a small number of legal restrictions. You can be a trustee of BCC if you are aged 16 or over and you are not disqualified from acting as a charity trustee under the Charities Act 2011.

Disqualification applies, for example, to people with certain unspent convictions (including for dishonesty or deception), people who are subject to bankruptcy restrictions, and people on the sex offenders register. We ask every candidate to sign a declaration confirming their eligibility, and we check the Companies House disqualified directors register.

If you are unsure whether something in your history would rule you out, please just ask us in confidence. It is often less of an obstacle than people assume.

Terms of appointment

Term of office

- Trustees are appointed for a three-year term of office, renewable for two further terms, to a maximum of nine years.
- Former trustees who have served the maximum of nine years are eligible for re-election after an absence of three years.
- Under our Constitution, one-third of trustees retire by rotation at each Annual General Meeting and may stand for reappointment.
- This is a voluntary, unpaid position. Reasonable out-of-pocket expenses are reimbursed.

Time commitment

Roughly four to six hours a month on average, made up of:

- Eight Board meetings a year, currently held in person at the Community Centre in the evening.
- The Annual General Meeting.
- An annual half-day strategy session, plus occasional training events.
- Reading board papers in advance — usually an hour or so before each meeting.
- Getting to know how the Centre works, so that trustees and volunteers can between them cover holiday and sickness for the management team.
- Being involved in events and supporting our staff and volunteers — as much or as little as suits you.

What you can expect from us

- A full induction, including our Constitution, latest annual accounts and report, and role description.
- A named trustee to buddy you through your first few months.
- Board papers circulated in advance, so meetings are used for discussion rather than reading.
- Trustee indemnity insurance.
- Access to external trustee training where you want it.
- A Board that genuinely wants to be challenged, not just agreed with.

How to express an interest

There is no formal application form. Please email the Chair of Trustees at chair@bedhamptoncommunity.org, or call the Centre on 023 9248 0654, and tell us a little about yourself and why you are interested. We are also very happy to arrange an informal chat or a look around the building first — no commitment either way.

Our appointment process

We follow a set process for every candidate, so that everyone is treated consistently and we meet our obligations as a registered charity:

- You let us know you are interested, and we arrange an informal conversation.
- If you would like to go ahead, we ask you to complete a trustee eligibility declaration and provide proof of identity.
- We carry out a check against the Companies House disqualified directors register.

- We ask for a short CV or summary of your background, and a few lines on why you would like to be a trustee.
- You meet the current trustees, either at a Board meeting or separately.
- The trustees consider the appointment and vote, and we let you know the outcome.
- If appointed, we confirm the appointment in writing and you formally accept the role.
- We provide the Constitution, the latest statement of annual accounts, your role description, and induction — either delivered by another trustee or as material you read and confirm you have understood.

Some roles carry additional checks. Our Treasurer is appointed subject to an enhanced DBS check, and any trustee taking on a role with regular contact with children or adults at risk will be DBS checked appropriately.

We handle everything you give us in line with UK data protection law and our privacy notice, and we only keep it for as long as we need it. If you are not appointed, we will confirm what we do with your information.

Questions?

If anything here puts you off — the time, the responsibility, the word "trustee" — please ask us before you rule yourself out. Most of our trustees felt underqualified before they started. None of them do now.