

MACA trustee recruitment 2020

Dear friend

Thank you for your interest in the work of Medway African and Caribbean Association

We are currently recruiting new people who would like to be elected onto MACA's board of Trustees.

Who are MACA

- MACA was formed over 30 years ago by some a group of people local to Gillingham, who were invited by Medway Council to form an organisation to represent the needs of BME people in Medway.
- Since that time MACA has grown and exists to promote the culture, heritage, aspirations of African and Caribbean people and those of African and Caribbean origin. We also have members of other races, who have an appreciation of African and Caribbean culture, as we seek to create a better understanding amongst the communities of Kent and Medway.
- We are a registered charity with a board of trustees, and run regular activities, as well as engaging with partners across the region.
- We hold a weekly drop in at Gillingham, and also attend one in Gravesend, we have a Heritage Lottery funded project called Black History Live, Police liaison, Young Black Achievers awards and social, cultural events.

We need people who can spare some time to help the organisation to continue to grow. The trustees at this time have a hands on approach whilst we are growing, so we need people with specific skills to help us during the next period of growth.

- You need to be 18 and over to be a trustee

The following will exclude you from being a trustee

- has an unspent conviction for an offence involving dishonesty or deception
- You are currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors
- You are disqualified from being a company director
- You have previously been removed as a trustee by either the commission or the High Court due to misconduct or mismanagement

We have some very exciting projects over the next few months and you can get involved.

We are also re launching our Saturday school and young people's group. You can be a part of this, even if you can spare 1 evening a month for meetings and any time to help plan activities would be a bonus!

As trustees, we have a legal responsibility to ensure that the Charity fulfils our legal requirements under charity law

Trustee role and responsibilities

As trustees, you must:

- always act in the best interests of the charity – you must not let your personal interests, views or prejudices affect your conduct as a trustee
- act reasonably and responsibly in all matters relating to your charity – act with as much care as if you were dealing with your own affairs, taking advice if you need it
- only use your charity's income and property for the purposes set out in its governing document
- make decisions in line with good practice and the rules set by your charity's governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter

You can read more here

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

If you are interested in becoming a trustee, and would like to find out more then please email the Chairperson, Carol Stewart

chair@macacharity.org.uk

You can also complete the skills audit on the next couple of pages Thank you for reading this, and we look forward to hearing from you

Many thanks

Carol Stewart

Chairperson