CHARITY IT LEADERS

Registered Charity Number: 1153226

Are you the Clerk we need?

"We want our members to feel part of a cremmunity, to connect with peers who 'get it', who understand the challenges and frustrations they face. We want more organisations and individuals to benefit from the resources, events and networks that we proved so that technology can deliver maximum impact across our sector."
Laura Dawson, Interim Chair of Trustees, CITL

Who we are

CITL is the leading digital technology networking group for the UK charity and not-for-profit sector. As a charity ourselves, we understand the pressures and challenges faced by our members, and we are committed to providing the support and resources they need to achieve their goals.

Since 2000, our mission has been to make charities more efficient and effective by using the power of technology and digital as a key driver of business change and service delivery.

Our vision is to drive excellence and innovation, and to ensure that our sector, and digital technology celebrate diversity and do all we can to remove barriers to entry for minority voices and communities. We aim to be the trusted voice of our sector, and to support the digital technology leaders of today and the future in delivering vital outcomes for people, animals, the environment and society.

"As a technology leader, I've discovered a wealth of shared experience from peers from other charities, which is actively shared. Members reach out to the group seeking information and guidance on technology solutions, platforms or things to watch out for when embarking on new projects. There is also the opportunity to meet members face to face and virtually in the annual conference, virtual meetings and webinars through which members can share and discuss topics of interest. I would therefore strongly recommend CITL participation to any Charity wanting to benefit through collaboration and knowledge sharing."
Giri Gopalan, Head of Technology Design, Guide Dogs

CHARITY
IT LEADERS

An exciting opportunity

As we embark on a recruitment process to identify our next Chair of Trustees, we are also looking to strengthen our current governance function by appointing our first ever Clerk to the Board of Trustees. The Clerk will support the changes we have made to our governance processes over the last five years, and will enable us to maintain excellent governance standards and meet our legal and regulatory requirements.

In 2019 we began an ambitious change programme to transform the way Charity IT Leaders functions, operates and delivers its goals. We employed staff, reducing our dependence on volunteers. We reviewed and revised our governance model, and ensured that we identified and filled the skills gaps within our Board. We revised our strategy and our delivery model to reflect changing needs within our membership, and a changing workplace model. We built our internal capability with a new CRM system, and brought our admin functions back in-house to improve our member and sponsor journeys.

We are poised at a pivotal point in our development as an organisation. We have a unique opportunity to use our credibility, authority and voice to advocate for the sector and to speak for our members and become the engine for the change that the sector needs.

In addition to appointing a new Chair of Trustees, we are recruiting a Clerk to the Board of Trustees; a new role that will support our trustees, and ensure that we are achieving the highest standards of governance. We're looking for someone with excellent admin and clerical skills, and an understanding of charity governance specifically. If you're looking for a new clerking role, or to increase your portfolio of clerking activities, and feel you have what we're looking for, please get in touch.

Laura

Tree

Laura Dawson,
Interim Chair of Trustees

Tree Hall, CEO at
Charity IT Leaders

CHARITY
IT LEADERS

Meet our talented trustee team

We have an exceptional group of trustees; most have come from our membership, and all are committed to delivering the very best outcomes for our members, opportunities for our sponsors, engagement with sector partners and governance to CITL.

Laura Dawson - Interim Chair
Laura has been part of CITL for over 20 years, both as a member and as a trustee. She's a highly experienced tech leader, who has worked at some of the biggest NFPs in the UK including The British Council and LSE. She now runs her own consultancy - Leaderly - enabling her to share her skills and experience with even more organisations. When our new Chair is appointed, Laura will step down as a trustee, but will remain as a volunteer, ensuring we retain her experience and knowledge while onboarding our new Chair.

Stuart McSkimming - Deputy Chair
Stuart is a highly successful and well-respected strategy, transformation and technology professional, with 15 years experience working in household name charities. He founded Virtue Chain earlier this year to provide tech-enabled business change consultancy to charities and NFPs. Stuart has also been a member of CITL for many years, and this is his second tenure as a trustee.

Matt Jago - Treasurer
Matt has worked with technology from a young age, building his first PC from spare parts at the age of nine. He has worked across multiple sectors from leisure, through marketing and data analytics and since 2008, in the voluntary sector. Matt was Chair of trustees for two years, and when his tenure ended, his love of spreadsheets and data meant he was delighted to take on the role of Treasurer.

Richard Bailey - Trustee
Richard has worked in the charity sector for over ten years, and is currently Technology Strategy Manager at the GDST. He has significant experience in delivering digital transformation projects. This is his third term as a trustee, and he is committed to supporting emerging tech leaders across the sector.

CHARITY
IT LEADERS

DIGITAL » TECHNOLOGY » DATA

Meet our talented trustee team

CHARITY
IT LEADERS

CREATIVE >> KNOWLEDGE >> INSIGHTS

Meet our talented trustee team

Seth Harman - Trustee
Seth Harman (MSc) has been Head of Technology for Place2Be since December 2019. His background is in infrastructure engineering, but he has spent the last 25 years un IT management, mainly in the housing association and charity sector. Seth joined the Board in 2023, and brings a fresh perspective and new insights to the group.

Anna Hoskins - Trustee
Anna is a technology leader specialising in IT-enabled business change. With extensive experience in senior management and business change and development, she's a creative thinker with a track record for developing and delivering impactful solutions that advance business goals. Anna is committed to supporting and developing current and emerging IT leaders within the nor-for-profit sector.

Jane Huntington - Trustee
Jane is a strategic data and technology leader, skilled in guiding organisations in the navigation of data and systems capabilities with an accessibility-by-design approach. She is committed to driving efficiency and effectiveness by developing, delivering and supporting strategic plans. She is delighted to bring her 25 years of experience as a highly successful technologist and leader to her second appointment as a CITL trustee.

Laura Moore - Trustee
Laura has extensive experience in business analysis, and business systems. She leads the BA special interest group for CITL and is responsible for growing the membership of the group and building it into an active, engaged and vibrant community. Laura is passionate about inclusion and accessibility, and is supporting CITL in ensuring all of its resources, events and content are accessible and support our goals of being inclusive and celebrating diversity.

CHARITY
IT LEADERS

Meet our super staff team

Our small, but perfectly formed staff team deliver a huge amount for our members. Both Tree and Claire are part-time, yet they squeeze the maximum possible out of their working day. Between them, they deliver all of our content, the website and member channels in Teams and WhatsApp,

Tree Hall - CEO
Tree Joined CITL as Business Manager in 2019 as their first paid member of staff, and was promoted to CEO at the beginning of lockdown in 2020. Under her stewardship the organisation has increased its presence and profile in the sector, expanded and developed member services, worked in partnership with organisations including CFG, SASIG, Computing and Tech Talent Charter, and delivered a sponsorship programme with a lengthy waiting list.

With her background in fundraising, marketing and the third sector, Tree brings extensive experience and has big ambitions for CITL's future.

Claire Jago - Business Manager
Claire was appointed in 2022 and her experience managing databases and data reporting at Sightsavers enabled her to support, and lead, on some of CITL's key administrative and functional initiatives. She lead on the implementation of our new CRM system, and is the go-to person for our members.

She provides admin support, as well as utilising her encyclopaedic knowledge of the membership to deliver improved member services. She is also the lead contact for CRM development and enthusiastically prevents Tree from being gung-ho with system changes and developments.

CHARITY
IT LEADERS

Organisational Structure

Board and Staff Structure

Chair of Trustees
Laura Dawson (Interim)

CEO
Tree Hall
↓
Business Manager
Claire Jago

Deputy Chair
Stuart McSkimming

Treasurer
Matt Jago
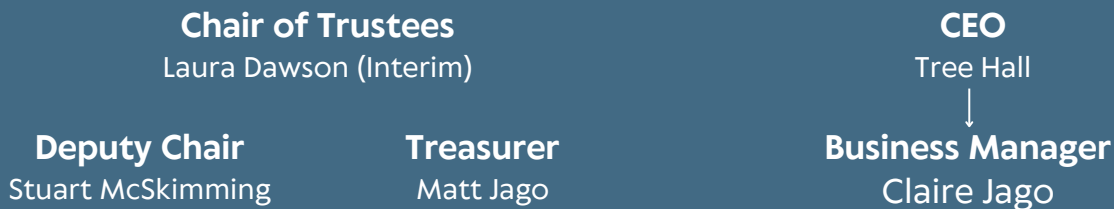
Board of Trustees
Richard Bailey
Caroline Carruthers
Jon Curry
Jane Deal
Neil Edmonds
Phillip Edwards
Seth Harman
Anna Hoskins
Jane Huntington
Laura Moore

Sub Committees

Ethics Committee

Committee Chair
Laura Dawson

Committee Members
Richard Bailey
Phillip Edwards
Tree Hall (CEO)
Seth Harman
Jane Huntington
Matt Jago

Finance & Audit Committee

Committee Chair
Matt Jago

Committee Members
Richard Bailey
Jon Curry
Neil Edmonds
Tree Hall (CEO)
Anna Hoskins
Jane Huntington

Marketing Committee

Committee Chair
Stuart McSkimming

Committee Members
Caroline Carruthers
Jane Deal
Phillip Edwards
Tree Hall (CEO)
Anna Hoskins
Laura Moore

Clerk to the Board of Trustees

We want to recruit our first Clerk to the Board of Trustees to help us manage and improve our governance function and to support the onboarding of our next Chair (we are currently recruiting for this position).

About the person

You will share our passion and commitment to ensure that charities and NFPs get maximum value from their investment in data, technology and digital. You do not need to be a digital technology specialist, or have worked in this area. An understanding or oversight of current technology trends, opportunities and threats would be beneficial but is not essential.

You will have a good knowledge and understanding of the charity and not-for-profit sector, but do not need to have worked for a charity. You will have detailed knowledge of governance and the legal and compliance requirements of charities.

You will have excellent administrative and organisational skills, and the ability to manage conflicting priorities and deadlines, while maintaining attention to detail. You'll also be an excellent communicator, able to engage effectively with senior staff and stakeholders, and with the confidence to ensure they adhere to deadlines and governance obligations, and any actions allocated to them.

Qualifications and Knowledge:

- Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Experience related to position:

- Experience of having successfully serviced charity boards and committees, or equivalent groups, including writing agendas and concise and accurate minute taking.
- Experience of working with Board and committee members.
- Experience of maintaining systems and records in a governance or committee environment.
- Confident in making recommendations to the Board and challenging procedures and decisions with diplomacy and clarity when necessary.

Behaviours and skills:

- Excellent organisational skills and ability to effectively prioritise work, and balance competing demands.
- Excellent verbal and written skills, including ability to draft accurate and succinct emails and papers, strong attention to detail and accuracy.
- Good interpersonal and negotiation skills, tact and diplomacy.
- Ability to work without direct supervision and to prioritise own workload, to multi-task and to work to deadlines.
- Embraces new technology and new ways of working.
- Commitment to CITL's vision and objectives.

Clerk to the Board of Trustees
Role Description - continued

Purpose of the Clerk

The Clerk to the Board is responsible for the smooth and efficient running of meetings of the Trustee Board and sub-committees. The Clerk works closely with the Chair of Trustees and the CEO to provide assistance and support.

The Clerk will be closely involved in monitoring the compliance with various legislative and regulatory requirements affecting the charity and its activities, and will assist the Chair in ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with CITL's articles of association, reflect the objects of the Charity, and continue to provide public benefit.

Key responsibilities

Work alongside the Chair and the CEO to:
- Facilitate the smooth operation of CITL's decision making and reporting machinery.
- Ensure CITL complies with its governing document.
- Ensure that CITL complies with all relevant legislation.
- Maintain all relevant and regulatory registers.
- Ensure that formal documentation is filed with appropriate bodies as required.
- Co-ordinate the preparation of the annual report and accounts.
- To be an ambassador for CITL and to promote the work of the organisation where appropriate.

Primary duties

The following is not exhaustive, but is a broad description of the key duties of the Clerk:
- Ensure that Board meetings, sub-committee meetings and away days are efficiently organised and the dates communicated to trustees and staff in good time.
- Liaise with the Chair and CEO to manage the call for papers and preparation of the agenda and supporting papers and ensure these are circulated according to CITL's agreed timings.
- Take responsibility for minuting all meetings and maintaining accurate electronic records, according to CITL's protocols.
- Ensure that Board meetings and sub-committees are properly constituted and provided with clear terms of reference.
- Ensure that CITL complies with the requirements of charity legislation, Charity Commission reporting, and other relevant legislation such as company law and Companies House requirements and any other relevant regulatory bodies.
- Ensure the requirements of all relevant compliance frameworks are fulfilled appropriately and in a timely manner.
- Act as an initial point of contact between CITL, the Charity Commission and any other relevant regulators.
- Maintain accurate records to document the details of members of the Board of Trustees, conflict and interests declarations.
- To be closely involved in the co-ordination and preparation of the annual report.
- Monitor and advise on the recruitment and election processes for trustees.
- Ensure that all arrangements for the recruitment, appointment and induction of trustees adhere to regulatory and legal requirements.

About Board Meetings

Board structure

- There are currently 13 trustees, all of whom attend and have voting rights at the quarterly Board Meetings.
- In addition, trustees also have a role on one of our three sub-committee meetings, these being:
  - The Ethics Committee
  - The Finance and Audit Committee
  - The Marketing Committee
- The Ethics Committee is chaired by the Chair of Trustees, and is responsible for overseeing the ethical and reputational decisions and policies of the charity.
- The Finance and Audit Committee is chaired by the Treasurer, and is responsible for overseeing finance, risk management and related policies.
- The Marketing Committee has responsibility for all marketing activity, including assets such as the website, and oversees delivery of our events and content. The Deputy Chair leads this committee.

Meeting structure

- The Board meets four times a year for full Board Meetings. These are generally held online via Teams, and last around two hours. The meeting dates are set in advance and are scheduled to avoid clashing with other key commitments eg the annual conference, which is usually in October.
- Sub-committees all have a different schedule of meetings, appropriate to the areas they oversee. Generally these meetings also happen online, and usually last for 45 minutes to an hour.
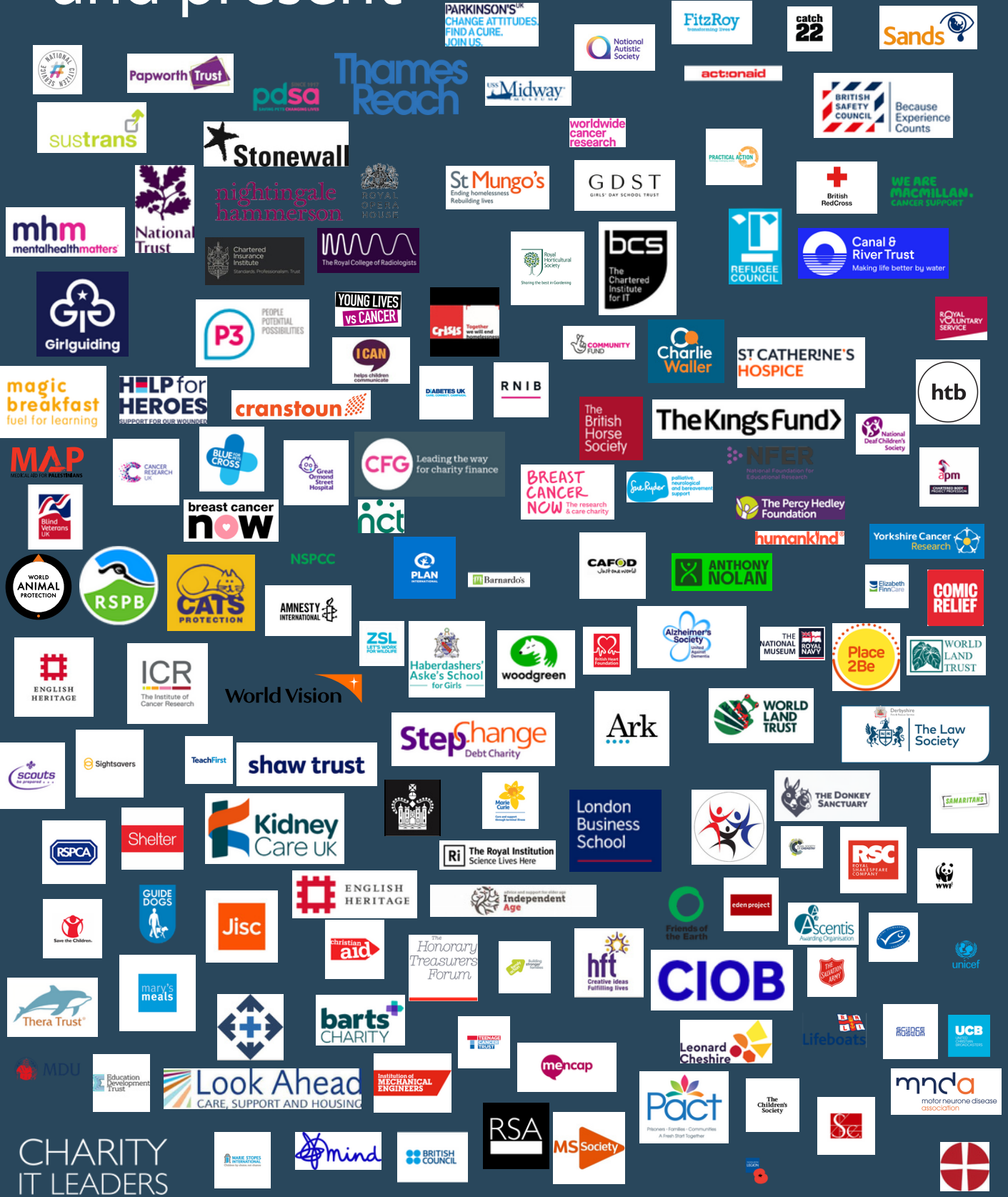
Other commitments

- You will be required to oversee the production of our Annual Report and Accounts which must also be filed with the Charity Commission.
- We would like you to attend at least some of our annual conference, which is generally held over three days in the first week of October, but this is not compulsory.
- You will also need to administer the AGM, also online, which happens in December.
- There may be other occasions throughout the year when we will ask you to carry out actions for CITL, but we will give you as much notice as possible of these.

Hours and remuneration
We anticipate that it will take around 100 hours to deliver the key responsibilities of this role, but we will review this with the postholder once they are in place. The starting salary for this role is £14.50 per hour. We will review this for an exceptional candidate.
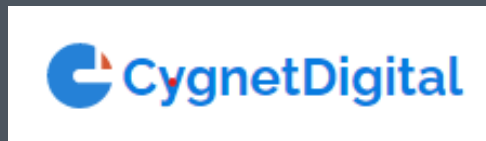
Some of our members - past and present

Our sponsors

Databarracks

Factory Internet
Cloud :: Connect :: Consult

everfund

Ontinue

CygnetDigital

HALOITSM

Cloud Direct®

servicenow.

m~hance
with you all the way

THE NETWORK
COLLECTIVE

smartdesc
SMART DECISIONS

TES

transparity
transformation • partnership • clarity

wanstor

UNIT4

vFAIRS

CHARITY
IT LEADERS

Charity IT Leaders (CITL)

W: https://www.charityitleaders.org.uk

E: admin@charityitleaders.org.uk

LinkedIn: https://www.linkedin.com/company/charity-it-leaders

Registered charity number: 1153226

Registered address: c/o Rodliffe Accounting Ltd
1 Canada SQ 37th Floor
Canary Wharf
London
E14 5AA

"CITL is the group I didn't know I needed. The shared knowledge and experience has been invaluable for me personally and for the charity, and no doubt benefits the wider sector. I would, and actively do, recommend it to others!"
Brigid MacDonald, Head of IT, Breast Cancer Now

**CHARITY
IT LEADERS**