



Established 1972

PEOPLE IN HARMONY

TRUSTEE INFORMATION PACK

making mixed race matter

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Information About The Charity

Mission statement 'Making Mixed Race Matter'

People in Harmony (PIH) is a well established national organisation for mixed race people and those in mixed race relationships/partnerships and other family settings. As an organisation we have been in existence for over 40 years, and we continue to grow and evolve in response to shifting perceptions of mixed race and to the needs of the mixed race community.

The charity was established in the 1970s, when there were deliberate political moves to portray racial mixing as a disastrous union likely to cause disharmony. The negative perceptions about race mixing contributed to an atmosphere of distrust that led to race riots in some cities. Mixed race families came together for support and to share ways of dealing with problems of racism, isolation and to combat the prejudices that existed and continue to exist. From this need for support, PIH grew.

As an organisation we are at the forefront of awareness about the challenges and issues that affect mixed race people. Recent examples have been the hostile criticism faced by families involved in transracial adoption, the continuing over-representation of mixed race children in care, rejection by family members, the difficulties of reuniting with absent parents, and the Census argument for 'racial' classification and its link to questions of identity and validation of the self.

One major area of concern involves the underachievement of mixed race children in schools, especially mixed race boys. This was highlighted by research from Bristol University. This research was the focus of our 2005 annual conference in Ealing featuring leading researchers in the field of mixed race issues and other workers in the world of education addressing a very receptive audience. This is an area that People in Harmony has become passionately involved in and as a result we have led a campaign aimed at LEAs and politicians to encourage them to act on the result of this research and to put into effect strategies to raise the achievement of mixed race children. We are endeavouring to become involved in different schemes in schools, such as mentoring, in order to address the performance of mixed race children in the education system.

To further our support for our community we provide a variety of resources such as a telephone support line, information service, publications, a website, E-group discussion list for members and a bi-annual newsletter. We also organise annual conferences as well as one-off day conferences to explore themes and topics that are relevant and interesting. We participate in training and discussion events put on by other organisations. We have run music, art and personal journeys workshops. Our members have also produced videos of their personal journeys and have written poetry and articles, which are published in our newsletter. The media often consults us when a knowledgeable voice is needed to comment on mixed race issues.

PIH is a very diverse organisation with members from different ethnic and social backgrounds. We value this diversity as it makes our organisation flexible and fluid and responsive to the needs of our members. These needs range from social events to personal contacts for research and the stimulation of lively debate. In order to keep the organisation dynamic we are always receptive to anyone with skills who might want to volunteer their services and to be a part of an ever-growing and evolving group. We are also looking to recruit more trustees for the management committee to take the charity forward and develop in new ways.

Analysis of the 2011 census data revealed there is a mixed race population of 1.2 million and it is one of the fastest growing ethnic groups in the UK. 'Although British society has made progress, there are still challenges that mixed race people and their families have to face, such as the issue of identity and sense of belonging. As a well established organisation we are in a position to continue to have a positive impact on the lives of mixed race people and to continue to raise awareness in society of relevant issues and to make a difference.

Aims and Objectives

People in Harmony - making mixed race matter

Aims

1. Raising awareness of mixed race issues
2. Supporting mixed race people and families

Objectives

- 1a. To recognise and understand the issues faced by mixed race people and families in Britain, including issues of prejudice, discrimination, isolation and identity.
- 1b. To consider how the political, societal and economic environment affects the lives of mixed race people and families in Britain.
- 1c. To effectively promote mixed race issues to central government, local government, cultural leaders, community groups and the wider community.
- 2a. To develop strategies that empower mixed race people and families to challenge issues of prejudice and discrimination.
- 2b. To create support networks for mixed race people and families affected by isolation or who have concerns about identity.
- 2c. To effectively engage with other organisations and public services that can support mixed race people and families in Britain.

Responsibilities of Trustees

The Charities Acts apply to England and Wales only. Similar legislation applies to Scotland.

General information

This fact sheet introduces some of the issues you need to know about and areas where you may need to find out more. For a more comprehensive outline of what is expected of a Charity Trustee you should read a free publication published by the Charity Commission 'The essential Trustee: what you need to know' CC3 that can be found on their web www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3 and it is also available in PIH Dropbox.

Qualifications for Charity Trustees

PIH is an incorporated charity and most people aged 16 and over can be a trustee. Those who have already been disqualified as company directors and those who have been convicted of an offence involving dishonesty or deception are some of the people who cannot usually become trustees. In some cases, people who receive benefits from the charity may also be ineligible.

You should become a Charity Trustee only if you:

1. are prepared to give the necessary time and effort to the management of the charity
2. can help the charity achieve its aim through your expertise or commitment
3. understand and accept that trusteeship carries legal duties and responsibilities.

1. Responsibilities of Charity Trustees:

2. Trustees have a responsibility for the management and administration of a charity; these responsibilities include but are not limited to the following:
3. act strictly in accordance with the charity's governing document
4. act together and in person and not delegate control of the charity to others
5. maintain all assets
6. act in the charity's interests only and without regard to your own private interests
7. ensure adequate insurance is in place for all assets and equipment
8. ensure adequate insurance exists for all activity not covered by PIH's legal liability and personal accident policies
9. take proper professional advice on matters on which you are not yourselves competent
10. manage the charity's affairs prudently
11. ensure proper accounting procedures are in place, are used and are effective
12. keep full and accurate accounting records
13. collect in full all monies owed or due to the charity, including membership fees, tax and rate relief
14. make sure bank accounts are operated by more than one person
15. make sure all the charity's property is under control of the Trustees
16. ensure that funds held for different purposes are kept in separate bank accounts, or the accounting records clearly show at all times the amounts held for each purpose
17. must not significantly accumulate income unless you have specific future use for it
18. income must be spent solely for the purposes set out in the charity's governing document.

If you employ staff:

1. you should give each employee or volunteer a proper contract of employment,
2. give each employee or volunteer a written job description making clear the extent of their authority to act on your behalf.

If you raise fund by public appeal you should:

1. make sure your appeal properly describes what public donations will be used for
2. be open and honest about the costs of any appeal
3. not use fund-raising methods which exert undue pressure on people to give
4. approve in advance any fund-raising or advertising campaign.

Liability of Charity Trustees

Charity Trustees must act prudently, lawfully and in accordance with the charity's governing document. If they act otherwise, they may be in breach of trust and may become personally liable for any loss incurred by the charity. However, Trustees may be excused for acting in breach of trust if they acted honestly and reasonably. Trustees must act jointly in administering the charity; they will also be responsible jointly to meet any liability incurred by them or on their behalf. The charity is a registered company limited by guarantee which limits the liability of each trustee to one pound if the company folded with insufficient assets.

No Trustee acting alone can bind their fellow Trustees unless specifically authorised by the Executive Committee. When making decisions, the Executive Committee does not have to be unanimous. Therefore a majority vote binds all the members even if a Trustee is absent from a meeting. If a Trustee votes against a decision, this should be properly recorded in the minutes. As individuals, the Trustees must act in the best interests of the charity.

Summary

Charity Trustees are an integral part of People in Harmony (PIH). Although the responsibilities may be seen as onerous, anyone acting with the best interests of the charity in mind, will be carrying out a valuable role in PIH.

Further information is available from:

The Charity Commission for England and Wales *and/or*

PO Box 1227
Liverpool
L69 3UG
Tel: 0300 066 9197
Email: enquiries@charitycommission.gsi.gov.uk
Web: www.charity-commission.gov.uk

People in Harmony

20-22 Wenlock Road
London N1 7GU
Tel: 0845 468 0755*
Email: info@pih.org.uk
Web: www.pih.org.uk

*calls cost 5p per minute plus your phone company's access charge

Trustee Application Form

People in Harmony is a mixed race organisation with members and families from different ethnic and social backgrounds. Mixed race is one of the fastest growing ethnic group in the UK and there are increasing demands for knowledge, expertise and research from this national organisation. It is an exciting time to join the board with plenty of opportunities to take forward new ideas for projects and campaigns.

Application Form to join the PEOPLE IN HARMONY (PIH) Board of Trustees

Name _____

Address _____

Date of Birth ____ / ____ / ____ Ethnic Origin _____

Telephone _____ Mobile _____

Email _____

1. Why do you want to join the board of People in Harmony (PIH)?

2. What experience or expertise would you bring to the Board of Trustees?

3. Which areas of PIH particularly interest you?

4. What personal and/or professional interest do you have of mixed race experiences?

5. Do you know of any reason which would prevent you from becoming a company director or a charity trustee, e.g. undischarged bankrupt, formal arrangement with a creditor, unspent conviction for deception or dishonesty or previous removal as a trustee on these grounds?

Please provide two referees who are not directly related to you and preferably have known you for at least two years.

1. Name _____

Address _____

Postcode _____ **Email** _____

Telephone numbers (including area code):

Daytime _____ **Evening** _____

In what capacity does the referee know you? _____

2. Name _____

Address _____

Postcode _____ **Email** _____

Telephone numbers (including area code):

Daytime _____ **Evening** _____

In what capacity does the referee know you? _____

I declare this information to be true

Signed: _____ **Dated:** _____

Thank you for taking the time to complete this application form. Please return along with the completed declaration of eligibility form on page 10, to:

People in Harmony, 20-22 Wenlock Road, London N1 7GU

Or by email to

info@pih.org.uk

Declaration of Eligibility

Trustee declaration of eligibility

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt and I do not have a formal arrangement (eg an individual voluntary arrangement) with a creditor.
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the *Company Directors' Disqualification Act 1986*.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am, in the light of the above, not disqualified by the *Charities Act 2011, s178*, from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of People in Harmony (PIH) in good faith and in accordance with the law and within PIH's objectives / mission.
- I do not have any financial interests in conflict with those of PIH (either in person or through family or business connections) *except those which I have formally notified in a conflict of interest statement*. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Name: _____

Signed: _____

Date: _____

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