

God's truth, beautifully told.

SINCE 1868

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July 2018

Dear Candidate,

Thank you for your interest in the Catholic Truth Society.

As a long established and successful publishing charity, CTS operates in a competitive market place. Due to our ambitious plans for the future, we wish to strengthen our Board of Trustees to meet the opportunities for growth that lie ahead.

CTS is an active participant in the new evangelisation and greatly values the advice and experience of its trustees. We are now looking for key sector specialists whose skills and ideally current or recent experience from either the commercial or charity sector will complement the current Board structure. We particularly welcome those who share our commitment to growth and a sympathetic knowledge of the Roman Catholic Church and its important mission.

I would be delighted if you would consider whether your own skills and experience could help us going forward. I attach information about the role and what it involves.

Should you want to set up an informal conversation with a current Board member please contact Jennie Burbury at jburbury@yahoo.com

With every good wish,

Yours sincerely

A handwritten signature in blue ink that reads '+ P. Hendricks' with a horizontal line underneath.

+ Paul Hendricks
Chairman, CTS

Publishers to the Holy See

Chairman: Rt. Rev. Paul Hendricks MA PhL VG
Auxiliary Bishop in the Southwark Archdiocese;
Titular Bishop of Rosemarkie
Honorary Treasurer: Carrie Ann Gates

Registered Charity 218951

The Incorporated Catholic Truth Society is a company limited by guarantee, and registered in England, no. 57374

WWW.CTSBOOKS.ORG



Charity Trustee Vacancy: the Catholic Truth Society

July 2018

Position:	Member of Board of Trustees
Charitable purpose:	Catholic Publishing, with particular emphasis on outreach to all, especially those with limited means
Public Registers:	Charity (218951); Company limited by guarantee (00057374)
Term of office:	Initially 3 years; renewable
Location:	London based. Travel and necessary expenses reimbursable
Meetings:	Quarterly: usually between 5.00pm and 7.00pm plus specialist Sub-Committee meetings arranged periodically.

Mission

The Catholic Truth Society (CTS) supports the constant spiritual renewal of the Church and the faithful. Our Mission is to promote knowledge and practice of the Catholic faith among Catholics, the wider Christian community and general enquirers, by publishing and disseminating Catholic publications at affordable prices. CTS receive financial and spiritual support from the Catholic community to carry out its work. CTS is guided by the Christian Gospel and aims to provide the highest standards of service to all who have contact with us.

Role Outline

CTS is an established and successful publishing charity operating in a competitive market place. As part of its ongoing development, we wish to strengthen our Management Board of Trustees to meet the demands and opportunities that lie ahead. In a trustee, we are looking for someone who will share our commitment to growing and strengthening our mission. In addition to the customary duties of care and prudent guidance associated with a trustee, we would particularly welcome candidates who can bring to the Board current, relevant experience from either the commercial or charity sector, in the following areas:

- ***Marketing (Retail and Digital)***
- ***Fundraising***
- ***Education***
- ***Human Resources / Organisational Development***
- ***Sales ideally in a publishing environment***

Trustees should have excellent interpersonal skills with networks across their relevant specialism and have a sympathetic knowledge of the Roman Catholic Church in the United Kingdom.

Duties, skills and knowledge

As a trustee you would use any specific skills, knowledge or experience you have to help the Board of Trustees exercise governance and reach sound decisions as well as to provide quality support and advice to CTS's senior management team as part of specialist sub-Committees as needed.

General statutory duties

1. To ensure that the organisation pursues its objectives, complies with relevant legislation or regulations and uses its resources exclusively in pursuance of its objects.
2. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
3. To safeguard the good name and values of the organisation, its effective and efficient administration and its financial stability

Further information

You are encouraged to find more information about the Catholic Truth Society on-line at www.ctsbooks.org and if you would like to have an informal conversation with a current Board member, please contact Jennie Burbury via email at jburbury@yahoo.com