



Role Description for Fundraising Trustee

Key responsibilities and accountabilities

All Trustees have the following generic responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets;
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds;
- Ensure the Charity applies its resources exclusively in pursuing its objectives;
- Ensure the effective and efficient administration of the Charity;
- Safeguard the good name and values of the Charity;
- Declare any conflict of interest while carrying out the duties of a Trustee;
- Be collectively responsible for the actions of the Charity and other Trustees;
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising;
- Attend meetings and sub-committee meetings as appropriate and read papers in preparation for the meeting;
- Keep informed about the activities of the charity and wider issues which affect its work.
- Use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.

In addition to these generic duties and responsibilities, the specific responsibilities of the fundraising trustee relate to being the Chair the Fundraising and Communications Committee, and will entail the following:

- To have a substantial background as a senior charity Fundraiser with a sound understanding and experience of charity fundraising at strategic and operational levels.
- bring overall leadership and drive as the Chair of the Fundraising and Communications Committee ensuring the development of the overall governance

of the charity's fundraising and communications functions, working closely with the Executive Director of Fundraising and the Director of Communications.

- To ensure that there is the right breadth and depth of fundraising and communications skills on the FR and Communications Committee, with access to the right networks, in order that the charity is in the best possible position to develop and deliver high quality strategies in fundraising, marketing and communications.