



## **FUNDRAISING TRUSTEE ROLE DESCRIPTION**

### **Role Summary**

- To assist The Board in developing a new approach to fundraising and income generation.
- To ensure fundraising is of the highest standard and priority.

### **The duties of a trustee are as follows:**

- Ensuring that the charity pursues its stated objects (purposes), as defined in its constitution, by developing and agreeing a long-term strategy
- Ensuring that the charity complies with its constitution, charity law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects, for the benefit of its beneficiaries
- Ensuring that the charity defines its goals and evaluates performance against agreed targets
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place
- Ensuring the financial stability of the charity
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Approving major actions of the charity, such as capital expenditure over authorised limits and major changes in activities and services
- Ensuring that the organisational strength and staffing is equal to the requirements of its long-range goals, as set out in the strategy
- Scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- Championing the work of The Ripple Pond.

### **Fundraising Trustee Responsibilities**

- Develop the fundraising strategy in conjunction with the Director
- Support and encourage the Director in their fundraising work
- Provide The Board with fundraising / income generation advice and guidance, drawing on your skills and experience, to enable The Board to make sound decisions



- Ensure that the charity fundraises legally, responsibly and effectively, in line with fundraising standards and regulations, the values and culture of the charity, and the General Data Protection Regulations (GDPR)
- Carry out fundraising risk assessments, especially when considering new or ambitious fundraising strategies
- Encourage an entrepreneurial fundraising culture within the charity.

### **Person Specification**

- A substantial background as a senior charity Fundraiser with a sound understanding and experience of charity fundraising at strategic and operational levels
- An understanding of the challenges facing small UK charities in maximising income streams and donor cultivation
- Experience of diverse fundraising practices – corporate partnerships, major donor giving, and trusts and foundations would be valuable
- An understanding of the UK charity sector, good governance, the Charity Commission, relevant legislations and statutory requirements
- Strategic vision
- A commitment to supporting the Armed Forces community
- A willingness to devote the necessary time and effort to the role
- Excellent networking, influencing and communication skills
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team.

### **Further Details**

- The charity is based in Aldershot, Hampshire. Board meetings are either held in Aldershot, or London, four times a year (once per quarter).
- The length of term is 3 years, with an annual appraisal.
- This role is voluntary, but all reasonable expenses will be reimbursed.