

Role Description - Grants Committee member

Background

Sussex Community Foundation is one of 46 independent community foundations in the UK. We raise funds for and make grants to a wide range of, mainly small, local charities and community projects across East Sussex, West Sussex and Brighton & Hove. We make it easy for local people and companies to give to Sussex people and communities and support local charities and community groups to make the changes they want to see.

Grants Committee member role and purpose:

The Foundation is governed by a Board of up to 16 trustees, who are collectively responsible for the governance of the charity. The Board has created a number of sub-committees to carry out specific functions. These sub-committees are made up of trustees plus volunteer committee members who bring added experience and insight.

Volunteer committee members provide advice to a specific committee. They are not trustees and do not have overall responsibility for the charity. The trustees hope that being a committee member will be a rewarding and enjoyable role which will attract people who do not wish to be responsible for the whole organisation but can provide valuable advice.

Main responsibilities of Grants Committee members

General

To help the Grants Committee to understand the needs and potential of local communities across Sussex
 To help the Grants Committee to develop grant making strategy and monitor the impact of our grant making
 To act in the best interests of the Foundation at all times

Specific responsibilities

To attend meetings of the Grants Committee and Grants Strategy Committee
 To participate in grant-making panels as a representative of the Foundation from time to time.
 To read and consider all papers for all meetings, to contribute to discussions and help the committee to make good decisions.
 To contribute in other ways to the Foundation's work, with compassion and energy, depending on the individual's skills, interest, contacts and experience.

Range of skills and experience required on the Grants Committees

In order have an effective Grants Committee, we need a range of people with different skills, knowledge and experience. All committee members will have:
 Commitment to the vision, mission and values of the Foundation
 Understanding of and commitment to diversity, equity, inclusion and sustainability.
 Ability to work effectively as part of a team

We aim to recruit a diverse range of people to cover the skills we need; Grants Committee members should have knowledge and experience in at least one of the following areas:
 Charities and voluntary organisations in Sussex and the issues facing them
 Management of charitable organisations
 Grant-making
 The diversity of communities across Sussex

We want our organisation to reflect the different lived experiences of people across the whole of Sussex and particularly wish to recruit people of working age from different communities including Black and minority ethnic and LGBTQ communities, young people and people who have personal experience of particular challenges e.g. refugees, discrimination, disability, mental health issues, economic disadvantage.

Terms

Appointments are for three years initially.
 This is a voluntary role but reasonable expenses can be claimed.