

## Role Description - Trustee

### 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.

The Foundation is managed by a Chief Executive, who is responsible for its management and day to day running and who is supported by paid staff and volunteers. The Sussex Community Foundation is a registered charity and a company limited by guarantee.

### The Trustee's 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 to be effective and accountable, and provide leadership in all areas of the Foundation's activities and its performance, and support to the Chief Executive and staff of the Foundation. All trustees are both Trustees of the charity and Directors of the company.

### Main responsibilities of the Trustees:

#### Governance

- To ensure that the Foundation complies with its Memorandum and Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations. Where appropriate, the Foundation takes professional advice to assist the Board.
- To ensure that the Board understands the needs and potential of local communities across Sussex
- To contribute to the strategic direction of the organisation, setting overall policy, defining goals and regularly reviewing performance, including financial performance
- To act in the best interests of the Foundation at all times
- To attend Board meetings and the Annual General Meeting

#### Specific responsibilities

- To attend meetings of the Board
- To join one or more of the Foundation's committees or working groups and attend regular meetings
- To participate in grant-making panels as a representative of the Foundation as required.
- To contribute in other ways to the Foundation's work, with compassion and energy, depending on the individual's skills, interest, contacts and experience.

The nature of the new Trustee's contribution to the work of the Foundation will be discussed with the Chair and the Chief Executive on appointment, and will be regularly reviewed.

#### Public role

- To support the Foundation and its work in the wider community and throughout Sussex
- To introduce new contacts to the Foundation including where possible people who may wish to contribute financially to the work of the Foundation, and also groups which may benefit from the support of the Foundation.
- To assist staff in meeting with potential donors and with groups supported by the Foundation, including potential groups.
- To attend and participate actively in the Foundation's events
- To participate as appropriate in the national network of community foundations, in order to contribute to its development and set the work of the Sussex Community Foundation in a wider context.

### Range of skills and experience required on the Board

In order to have an effective Board, we need a range of people with different skills, knowledge and experience. All trustees will have:

- a commitment to the vision, mission and values of the Foundation
- understanding of and commitment to diversity, inclusion, sustainability, and equality in all aspects of the Foundation's work

- ability to work effectively as part of a team

We aim to recruit a diverse range of trustees to cover the skills we need. Each trustee should have experience in at least one of the following (or similar transferable skills and/or experience):

- the work of charities and voluntary organisations in Sussex and the issues facing them
- Management of charitable organisations
- grant-making
- fund development experience and networks
- financial management and investment
- communications and marketing
- legal services
- human resources management
- local, regional and central government policy and funding

We want our Board 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 with an option of up to two further terms of three years.

This is a voluntary role but reasonable expenses can be claimed.

In addition, in order to make these roles as accessible as possible, we are working towards more virtual meetings and meetings outside normal working hours. If you have particular requirements in order for you to take up a trusteeship if it were offered, please let us know.