

## **Role Description – Trustee with responsibility for fundraising strategy & liaison**

Oxfordshire Breastfeeding Support is seeking to recruit a trustee responsible for fundraising strategy and liaison for a period of 2-3 years. In addition to the role description of a general trustee (provided below), the trustee will:

- Have regular contact with the Operations Manager to support fundraising activity
- Have oversight of the organisation's fundraising strategy, including the setting of middle and long term fundraising targets with the Operations Manager
- Take a lead role in writing and editing fundraising applications as needed
- Coordinate other trustee involvement with fundraising applications as needed
- This work is likely to involve around 6 hours per month

### **Background:**

OBS relies solely on fundraising in order to exist and in recent years we have grown quickly so need to focus on ensuring our funding stream is sustainable. We currently fundraise in the following ways:

- Grants - We are in receipt of a National Lottery grant and have secured several other smaller grants over the last few years
- Major donors
- Localgiving website where our service users donate/set up monthly giving
- Donations at physical services or after use of virtual services
- Fundraising events - review the running of these with the Operations Manager

### ***Essential Skills/experience***

- A good understanding of fundraising or income generation
- Self-motivated and self-directed
- Working effectively as a team member and demonstrating a willingness to learn and develop
- Organisational skills
- Writing skills

***Desirable Skills/experience***

- Experience in the charitable or voluntary sector
- Experience of charity law and governance
- Experience with Google Workspace (Drive, Docs etc)

Please feel free to contact our current fundraising liaison trustee ([hannahm@oxbreastfeedingsupport.org](mailto:hannahm@oxbreastfeedingsupport.org)) to discuss this post in more detail, alternatively you could also contact our secretary of trustees: [ashvina@oxbreastfeedingsupport.org](mailto:ashvina@oxbreastfeedingsupport.org).

---

## Role Description – Trustee (General)

Trustees are the people responsible under the governing document of Oxfordshire Breastfeeding Support (OBS) for managing the affairs of the charity.

The role of a trustee is:

- to ensure that OBS complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that OBS pursues its objects as defined in its governing document
- to maintain proper financial control and ensure that OBS applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment or contract procedures for, and respect the roles of, facilitators/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the charity are carried out
- to safeguard the good name and values of OBS
- to maintain effective board performance and ensure the effective and efficient administration of OBS including funding, insurance and premises
- to act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of OBS in mind.

## **Practical expectations**

Trustees meetings take place 6 times per year. Meeting dates will be provided at least 2 months in advance and trustees are expected to attend. Virtual attendance is facilitated but physical attendance is encouraged to increase connection between board members. Meetings are likely to last 2-3 hours, usually in the evening, sometimes during the day at weekends. The term of office is three years. A trustee can retire early by giving notice in writing.

Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting. General communication and decision making between meetings is likely to be 1-2 hours per month.

General trustees will be expected to collaborate with other trustees to undertake or coordinate activities related to their area of expertise between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meeting and communication related time outlined above).

## **Support provided**

Travel expenses are not provided, due to the size of the charity and potential for remote attendance at meetings.

Reasonable costs can be covered for relevant, cost-efficient trustee training.

Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement.