

## Trustee Role Outline Fundraising

### Description of Bereavement Matters:

Bereavement Matters - the St Albans & District Bereavement Network, is a registered charity and has been operational since 2002. The organisation was set up to provide a service to help and support children, young people and adults, in the St Albans District, from any culture who have experienced bereavement impacting on their health, wellbeing or ability to function in their daily life. Bereavement Matters is well regarded and supported by local and county organisations involved with the care and education services, from where part of its funding comes. The remainder of our funding comes from grant applications, donations, legacies and other fundraising activity.

### Organisation Structure:

Bereavement Matters is governed under a Trust Deed. The overall control and management of the Network is the responsibility of the Board of Trustees. There are currently 8 Trustees including a Chair, two Vice Chair and Treasurer. The organisation is actively recruiting to strengthen and enhance the skill set of the current Board of Trustees. Trustee Meetings are held every 5-6 weeks and are attended by Trustees, the Director, Clinical Lead and the Network Administrator who also acts as the Secretary to the Trustees.

Bereavement Matters employs 4 part-time staff, but also uses around 50 volunteers to support and deliver our services. The staff team are led by the Director who reports to the Chair of Trustees. The Director has overall responsibility for implementing the strategic goals and overseeing the day to day operation supported by the Network Administrator who is responsible for the office functions, a Clinical Lead who oversees the bereavement support services we offer and a Finance Administrator.

### About Bereavement Matters:

- Current finances involve income/expenses of circa £120,000 per annum.
- Development & training opportunities are available to all Bereavement Matters Trustees to enhance good governance.

## **Outline of Tasks & Activities:**

### **General Trustee Responsibilities:**

- To have an understanding of and empathy for the aims and objectives of the charity and ensure that the St Albans & District Bereavement Network is carrying out its purposes for the benefit of the public in the local community.
- To act in the charity's best interests and strictly in accordance with the St Albans & District Bereavement Network Trust Deed, Constitution and the law.
- To attend Trustee Meetings regularly and participate fully as a member of the Trustee Board.
- To help ensure that all the charity's resources and intellectual property are responsibly, reasonably and honestly managed.
- To use reasonable care and skill, making use of your skills and experience and seeking appropriate external advice as necessary, in your shared responsibility for the charity's good governance, accountability and decision making.
- To actively promote Bereavement Matters within the local community.

### **Specific Fundraising activities:**

- To work collaboratively with the Director, Trustee Board and Staff Team in the development of a robust, sustainable fundraising strategy and fundraising goals.
- To implement the strategic plan to actively develop our fundraising capabilities through the development of existing fundraising tools, identification of new sponsorship sources, nurturing corporate involvement and finding new innovative ways for us to raise funds and grow our supporter membership.
- To promote and develop our legacy and in-memory giving opportunities.
- To improve our fundraising capability through the development and leadership of a team of fundraising volunteers to plan and organise a calendar of fundraising events and promote on-going fundraising initiatives.

### **Ideal Skills required:**

- Knowledge and experience of current fundraising practice, methods and tools relevant to voluntary and community organisations.
- A resourceful creative thinker who can turn ideas into action.
- A commitment to the voluntary sector, and a willingness to give time to put something back into the community.
- An ability to work collaboratively as part of a small team, in a relaxed and informal atmosphere.