

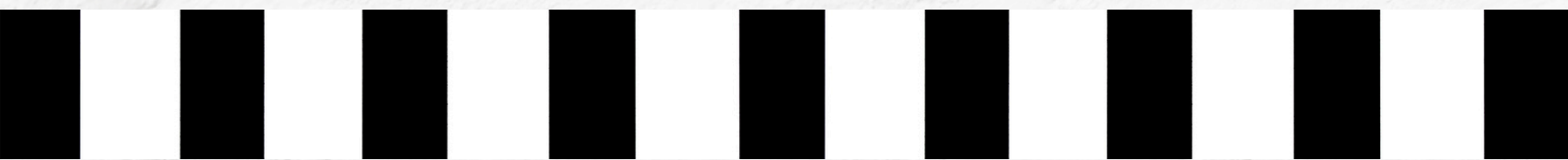
Core Trustees

Secretary

The role of a charity secretary is multifaceted and crucial for the smooth operation and good governance of a charity.

Primarily, the secretary supports the chair and trustees in ensuring the charity's effective functioning, often acting as a key point of contact for internal and external communication.

- Organizing and coordinating meetings (trustee board, sub-committees, AGMs, etc.), including preparing agendas, distributing papers, taking minutes, and ensuring proper record-keeping
- Ensuring the charity adheres to its governing documents, charity law, and other relevant legislation and regulations
- Acting as a point of contact for internal and external communications, managing correspondence, and keeping trustees informed of key issues
- Maintaining accurate and up-to-date records of meetings, decisions, and other relevant information
- Assisting the chair in various tasks, such as preparing agendas, managing correspondence, and ensuring smooth meeting proceedings
- To liaise effectively with trustees, staff, and external stakeholders, manage meetings, records, and correspondence efficiently
- To ensure the charity operates within legal and regulatory frameworks
- To maintain a neutral perspective and ensure fair decision-making



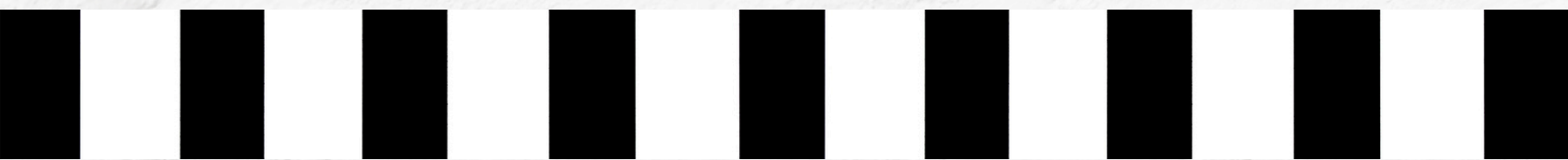
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Treasurer

A charity treasurer's role is to oversee the financial administration of a charity, reporting on its financial health to the board of trustees.

They ensure compliance with regulations, manage budgets, and oversee financial reporting, often liaising with external auditors.

- Monitoring the charity's financial activities and reporting to the board of trustees
- Ensuring accurate and timely financial reports are prepared and presented to the board, funders, and other relevant bodies
- Identifying and mitigating financial risks, and implementing appropriate controls
- Ensuring the charity complies with all relevant financial regulations and reporting requirements
- Ensuring the charity maintains an appropriate level of reserves
- Establishing and maintaining effective financial controls to safeguard assets and prevent fraud
- Acting as a counter-signatory for bank accounts and funding applications
- Involved in day-to-day bookkeeping, budgeting, and financial reporting
- Responsible for preparing financial statements and reports for the board and other stakeholders



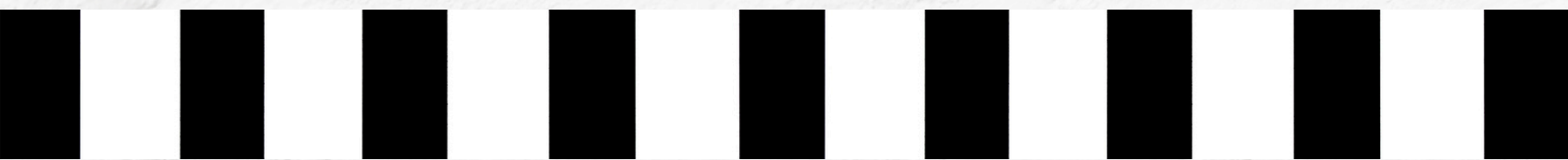
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Fundraising and Development

A Charity Fundraising Manager is responsible for raising money to support a charity's work, often by developing and implementing fundraising strategies, managing fundraising teams and volunteers, and engaging with various donor groups.

Responsibilities include identifying fundraising opportunities, developing campaigns, managing budgets, and maintaining relationships with donors.

- Creating and executing fundraising plans, including individual giving, major gifts, corporate partnerships, grants, and events
- Identifying and recruiting new donors, while also stewarding existing relationships to maximize long-term support
- Managing fundraising budgets, tracking income, and ensuring financial targets are met
- Supervising and mentoring fundraising staff and volunteers, fostering a positive and productive work environment
- Building and maintaining strong relationships with donors, corporate partners, grant providers, and other stakeholders
- Overseeing the planning and execution of fundraising events, ensuring they are successful and enjoyable for participants
- Collaborating with marketing teams to develop compelling fundraising materials and campaigns, ensuring consistent messaging
- Utilizing data to track progress, identify trends, and make informed decisions to optimize fundraising efforts



Core Trustees

Safeguarding

A charity safeguarding role involves protecting children and adults at risk from abuse and neglect, ensuring a safe environment, and promoting their well-being.

This includes implementing policies, responding to concerns, and providing support to those at risk. The role can be held by a designated lead, such as a trustee or staff member, or be a shared responsibility across the organization

- This ensures the charity has clear guidelines for preventing and responding to abuse and neglect
- Making sure staff, volunteers, and beneficiaries understand what safeguarding is and how to recognize potential risks
- Equipping staff and volunteers with the knowledge and skills to identify and respond to safeguarding concerns
- Responding to reported incidents, conducting investigations, and making necessary referrals to external agencies
- Creating an environment where safeguarding is a priority and everyone feels safe to speak up
- Collaborating with social services, police, and other relevant bodies to ensure the safety and well-being of individuals
- Ensuring policies and procedures are effective and regularly

