



Trustee and Committee Roles

May 2022

The Board of Trustees for the Gullane Community Children's Hub is currently seeking new members for election at the AGM on Thursday 14th May 2022. None of the roles should prove too time consuming as we have been working hard on a new structure for the organisation which will see the role of the Board reduced to a predominantly governance role.

CHAIR

Current postholder: Hilary Smyth.

Nominees to date: Steve Weatherley

- Chair the 6-weekly Board meetings and oversee the good governance of the organisation.
- As the day to day management of the organisation is now being carried out by paid staff and external contractors, the Chair, supported by the Board of Trustees, is responsible for ensuring that our staff team have the right support and opportunities in place to ensure the smooth running of the organisation.
- Act as the direct line manager for the Hub Manager.

DEPUTY CHAIR

Current postholder: vacant.

Nominees to date: none

- Attend board meetings once every 6 weeks and chair the Board meetings in the absence of the Chair.
- Ensure good governance of our organisation.
- The only specific task in this role would be in the unlikely event that a Trustee is required to be involved in a complaint, disciplinary or HR issue (with the Chair role reserved as acting in the event of an appeal).
- Any additional time commitment is purely up to the Deputy Chair and the time they have available.

SECRETARY

Current postholder: Susan Moore.

Nominees to date: none

- Take an administrative lead in the organisation and documentation of the 6-weekly board meetings and the yearly AGM.
- Create and circulate the Agenda and Minutes for each meeting via email, and ensure all stakeholders are copied in.
- Collate reports from all Trustees (from the previous and current financial year) to prepare the Annual Report and submit this to OSCR at the end of each financial year.
- Update charities' details on OSCR as required
- Ensure the Register of Trustees and Members (in conjunction with the Manager/Staff team) is up to date.

TREASURER ***Current postholder: vacant.***

Nominees to date: none

- Oversee the financial management of the organisation.
- All day to day financial management of the charity has been outsourced to professionals, including a soon to be appointed Bookkeeper, Payroll provider and HR specialists.
- The role of Treasurer will simply be to ensure good governance and work with our Bookkeeper/Accountant to sign off the annual accounts.

- This is a huge shift from the historic role of our Playgroup, ASC or Hub Treasurers, so please do consider this role, even if you have felt daunted by the amount of work required in the past.

GRANTS

Current postholder: vacant.

Nominees to date: none

- Take the lead on identifying funding sources and applying for grants from trusts, foundations, companies and statutory bodies.
- No experience in fundraising or funding applications required, and it is a fantastic opportunity to build up a new and very relevant skillset.
- That said, if somebody does have experience in grant applications, that would be amazing.
- Work closely with the staff team and other Trustees who will be able to provide lots of support to this role, however it's very helpful having one person whose sole focus is to identify funding opportunities, deadlines, monitor the grants email account and outline the application/reporting requirements.

FUNDRAISING

Current postholder: Joy Allison and others

Nominees to date: none

- The Fundraising team works through the year aiming to raise between £5,000 and £10,000 through a range of events and campaigns.
- Previous events have included Hub Christmas Cards, Christmas Fair, Film Afternoons, Jumble Sales, Village Trails/Treasure Hunts, Family Days, Band Nights, Hampers, Raffles, Auctions - it is entirely up to each year's committee what they would like to do, and how they would like to work as a committee.
- It is helpful if someone would take on the administration and marketing of our regular fundraising activities including Your School Lottery, Easy Fundraising and Amazon Smile.

For further information please contact our current Chair, Hilary Smyth on 07702 638 170 or email her on businessmanager@Gullanecchub.org.