

Trustee



The trustees have joint responsibility for the running and management of the charity. They are required to organise and lead monthly decision making meetings, take the lead in organising fundraising events and initiatives, generate ideas for new income streams, contribute to the website and blog, promote The Pendsey Trust throughout their everyday life and recruit and lead Representatives and Supporters to assist in the day-to-day running of the charity. The trustees have overall decision making capability for the usage of funds within The Pendsey Trust, and take administrative and legal responsibility for ensuring the charity remains compliant. The expectations of a trustee include:

Required to organise, attend and minute (on rota) monthly decision making meetings (or send apologies when required)

Organise fundraising events and initiatives (including taking responsibility for obtaining raffle prizes, promoting and running the event)

Generate ideas for income streams (e.g. research possible interested groups, contact local organisations)

Contribute to the website and blog, including researching blog ideas and promoting new posts.

Act as an ambassador and promote The Pendsey Trust, our vision and our events across your own social and professional network

Take administrative and legal responsibility for running The Pendsey Trust and ensuring that we are compliant

Recruit and lead Representatives and Supporters

Representative



The representatives are an important part of running a small charity like The Pendsey Trust. They are required to attend decision making meetings, contribute to the day-to-day admin of running the charity, and assist with fundraising events and public engagement. In addition they are encouraged to use their existing skills and ideas to generate new opportunities and to take on responsibility for distinct areas of the charity's activities.

Attend monthly meetings or send apologies

Take responsibility for minute writing as part of rota

Assist with organising events including obtaining raffle prizes, promotion, ad hoc tasks

Generate ideas for income streams (e.g. research possible interested groups, contact local organisations regarding sponsorship)

Research blog ideas and write blogs for the website

Promote The Pendsey Trust, our vision and our events across your own social and professional network

Recruit and lead individuals in our supporter pool