



The Family Haven are looking for Trustees. The Trustees have control of the Charity and are responsible for its activities, property and funds.

We need trustees who can:

1. Ensure that TFH pursues its objects as defined in the Memorandum of Association and in accordance with the Mission statement.
2. Ensure that TFH complies with its constitution, charity law, company law and any other relevant legislation or regulations.
3. Contribute actively to the board of trustees' role in giving firm strategic direction to TFH, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
4. Safeguard the good name and values of TFH.
5. Ensure the sustainability of TFH.

We currently have a vacancy for the following trustee positions.

Deputy Chairman of Trustees (Vacancy)

The Deputy Chairman supports and, when appropriate, deputises for the Chairman.

Work to be undertaken

1. Arrange staff forum three times a year; listen closely to the concerns, suggestions and observations of all members of the staff and bring them to the notice of the Trustees.
2. When asked and when necessary, meet members of the staff individually to listen to their concerns and having listened take appropriate action.
3. Attempt to build bridges with other agencies and charities in Gloucester to look at the possibilities of joint funding for joint projects.
4. Support fund-raising for The Family Haven whenever and wherever possible.
5. Play a full part in meetings of the Trustees.

Volunteers Trustee (Vacancy)

The Volunteers Trustee is responsible for volunteers who assist with fundraising for The Family Haven.

Work to be undertaken

1. Recruit and supervise volunteers to assist with fundraising.
2. Maintain relationships with volunteers.
3. Organise volunteers on specific fundraising activities.
4. Agree volunteer procedures with the Trustees.
5. Report regularly to the Trustees on volunteer activities.
6. Maintain an up to date list of volunteers.
7. Organise an annual event to thank volunteers for their help.

Friends Trustee (Vacancy)

The Friends Trustee is responsible for the recruitment of Friends and the maintenance of links with them.

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Work to be undertaken

1. In conjunction with the Centre Manager, deal with correspondence and other communications from Friends.
2. Ensure that Friends are kept informed of all relevant developments at The Family Haven.
3. Develop and support initiatives to increase Friends' membership.
4. Keep Trustees informed of plans and progress.
5. Provide opportunities for Friends to meet each other and the Trustees.

Events Trustee (Vacancy)

The Events Trustee is responsible for co-ordinating fundraising events for The Family Haven.

Work to be undertaken

1. Co-ordinate Family Haven controlled fundraising events.
2. Attend Fundraising Sub-committee meetings.
3. Work closely with the Fundraising Manager.
4. Liaise with the Volunteers Trustee and with volunteers for fundraising events.
5. Respond to requests from supporter groups for a speaker.

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