



## Introduction

Thank you for your interest in getting involved in the work of Quartet, the Community Foundation for the West of England.

Quartet is a company limited by guarantee. It is governed by a Trustee Board of 15 people whose diverse experience of local communities, business and public policy uniquely equips us to achieve our goal of strengthening local communities through encouraging local giving.

We have a leadership role in developing philanthropy throughout the West of England and are currently building a £3m endowment through a Government funded 2:1 match scheme that ends in March 2011.

Each year up to three trustees retire by rotation and we are currently seeking prospective new trustees to join the board in 2010 and 2011. We would particularly like to hear from people who will add to the diversity of the current board, and from those who have a background in human resources.

We are looking for people who feel they can assist our work, as members of the committee or as trustees. The Board meets four times per year and is supported by five committees.

The Trustees meet quarterly, and between these main Trustee meetings business is conducted through three sub-committees which are the Finance and Operations, Fund Development and Grants and Impact, and Human Resources Committee. Terms of reference for these committees set out the powers which are delegated to them. In addition there are geographical sub-committees for two of the unitary authority areas within Quartet's area of benefit (North Somerset and Bath and North East Somerset 'B&NES') which operate under a Memorandum of Understanding.

There are five full-time and seven part-time staff. Quartet is occasionally assisted by a small number of volunteers.

If you want to find out more, please contact Deb Appleby, Chief Executive. Prospective trustees should provide an up to date CV and short statement of how you think you could help us to achieve our goals.