

Trustee Job Description

Background

Quartet Community Foundation (“Quartet”) is the community foundation for the West of England. Set up in 1987, Quartet manages and distributes grants from over 200 charitable funds on behalf of individuals, families, companies, charitable trusts and statutory bodies to meet the needs of people living in the area. Quartet is building an endowment fund, currently valued at around £15 million, to provide a sustainable source of funding. In the last year, the community foundation distributed grants of £2.9 million to over 1200 local, community-based organisations.

Quartet Community Foundation is a registered charity and a company limited by guarantee.

Purpose and role

To work with other Trustees to form an effective, accountable governing body which provides leadership for the organisation’s activities and performance.

Main responsibilities

Governance

To ensure that Quartet complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.

To be actively engaged in setting the strategic direction and overall policy of the organisation, defining goals and regularly reviewing performance against the business plan.

To act in the best interests of Quartet at all times.

To attend quarterly Trustee meetings and the AGM.

Specific responsibilities

To join one or more of Quartet’s committees (Finance and Operations, Fund Development Grants and Impact, Area Committees for North Somerset and Bath & North East Somerset) and attend regular (normally quarterly) meetings.

To participate in grant-making panels as a representative of Quartet, as required.

To contribute in other ways to Quartet’s work, depending on the individual’s skills, interest, contacts and experience (the Chairman to discuss with each Trustee at the outset and review annually).

Public role

To be an ambassador for the work of the Community Foundation in the wider community.

To introduce new contacts to Quartet from your personal and professional network.

To attend Quartet's events whenever possible and participate actively if requested.

To participate as appropriate in the national network of community foundations, in order to contribute to its development and set the work of Quartet in a wider context.

Person specification

Commitment to the vision, mission and values of the Community Foundation

Understanding of and commitment to equal opportunities.

Ability to work effectively as part of a team

Experience of one or more of the following:

- the work of charities and voluntary organisations in the West of England and the issues facing them
- management of charitable organisations
- grant-making
- financial management and investment
- marketing, promotion and public relations
- fund development experience and networks
- legal and property services
- human resources management
- local, regional and central government policy and funding

Terms

Appointments are for 3 years initially with an option of one further term of 3 years.

It is normal practice for a potential trustee to serve on one of the committees for a period of time to gain experience of Quartet before being appointed a trustee.

This is a voluntary role but reasonable expenses can be claimed.