

## Role Title: Volunteer Trustee, St George Community Association

## Purpose/ summary of role

Offer advice and guidance in the strategic and practical management of St George Community Association and Community Centre.

**Duties of a SGCA trustees.**

##### Ensuring that SGCA pursues its stated objects, as defined in its governing document by developing a long-term organisation strategy to the benefit of the St George Community

##### Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations

##### Ensuring that SGCA applies its resources exclusively in pursuance of its charitable objects for the benefit of the public

##### Ensuring that the organisation defines its goals and evaluates performance against agreed targets

##### Safeguarding the good name and values of SGCA

##### Ensuring the effective and efficient administration of the organisation and Community Centre, including having appropriate policies and procedures and staff/volunteers in place

##### Ensuring the financial stability of the organisation

##### Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds

* Attend regular meetings of the St George Community Association (currently monthly)

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees/Committee reach sound decisions. This may involve, reviewing SGCA documents, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has expertise.

## Person specification

##### A commitment to the organisation

##### A willingness to devote the necessary time and effort

##### Strategic vision

##### Good, independent judgement

##### An ability to think creatively

##### A willingness to speak their mind

##### An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

##### An ability to work effectively as a member of a team

##### A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Benefits to volunteer**

As a trustee you will contribute to the work of St George Community Association providing an affordable community venue for wellbeing, fun and educational activities for people. You will represent local people in managing a valuable resource for all.

**Application Procedure**

Informal interview with the current Chair and other member of the committee as appropriate. We will also require satisfactory references.

**Background Information**

St George Community Association is a registered charity and not-for-profit company limited by guarantee. It was set up in 1987 by by a group of local residents who felt that there was a need for a community centre in St George. They originally met in a local library and held events in St George Park. After many years of campaigning a local building was found on the site of the old grammar school canteen. The building was in complete disrepair and eventually, in 1995, grant aid was given by Bristol City Council and the new Community Centre was built.

The organisation has a Community Asset Transfer from Bristol City Council, who lease us the building rent free. In return we look after and run the building for the benefit of residents in St George. This means that all hire income is used to maintain the centre and develop new community activities.

Our turnover is currently around £20,000 per annum with additional grant funding for events to improvements. The bulk of our income comes from our regular hirers, followed by weekend parties and special event bookings. We apply for small grants for specific projects e.g. replacing the flooring in the main hall, new signage. We raise a small amount from community events such as our Christmas Fair, Table Top sales, Family fun days etc.

Our volunteer committee of local residents runs the organisation. The Chair, Treasurer and Secretary also serve as Directors of our company limited by guarantee We have a paid manager for 20 hours a week. Arrangements for cleaning and maintenance.