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**Role Description**

**Board Member – Fundraising**

**Role Title:** Member of Baby Bank Network Board of Trustees

**Reporting to:** Chair of the Board and the Board

**Working with:** Board of Trustees

**Background required**

Fundraising, Strategy and Governance.

**Introduction**

As the strategic management body of Baby Bank Network, Board members have specific responsibilities. These include responsibility for directing the affairs of Baby Bank Network, ensuring it is solvent and well run, and that it acts within corporate and charity law. Board members are entrusted to look after the resources of Baby Bank Network and ensure that these are used effectively for the overall purpose of the organisation. Board members are accountable for their decisions and actions to our service users, staff, the public, courts and funders.

As Baby Bank Network grows, we are looking for someone with grants and community fundraising experience to assist the board and lead on the development and implementation of our fundraising strategy and our volunteer fundraising team. We already have a volunteer team in place and one of the trustee’s project manages this team, however, we have identified a clear need for a trustee with fundraising experience to oversee and lead our fundraising activities.

**1 Role Summary**

* To oversee and develop fundraising and the fundraising strategy for Baby Bank Network, working with our volunteer fundraising team.
* Ensure that Baby Bank Network fundraising is in line with good practice and that the fundraising team are working in line with the fundraising strategy.
* To lead on grant applications, willing to write some and to support/coordinate other volunteer bid writers.

**2 Main Responsibilities of Board members**

1. Ensure our charity is carrying out its purposes for the public benefit and contributing to setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
2. Comply with our governing document and the law.
3. Act in the charities best interests
4. Manage our resources responsibly
5. Act with reasonable care and skill - for example preparing for meetings, including reading any documents or undertaking such research as necessary to contribute properly to discussions and decisions, as well as attending meetings and training.
6. Ensure the charity is accountable - both internally and externally.

**3 Time Commitment**

* The Board meets approximately every 6 - 8 weeks, usually in an evening in Bristol.
* The fundraising team meets approximately every 4 - 6 weeks and communicates in the interim using social media tools.
* You may be required to attend special events (such as fundraising and celebration events)

**4 Person Specification**

* Experience in Grants and Community Fundraising
* Commitment to the work of Baby Bank Network
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Understanding and knowledge of good governance
* Willingness to devote the necessary time and effort
* Good, independent judgement
* Knowledge or experience of business and committee procedures is desirable
* An ability to work effectively as a member of a team
* A willingness to speak your mind

Adapted and reproduced by Voscur from the original document produced by TrusteeWorks <https://reachvolunteering.org.uk/knowledge-centre/support-boards/recruiting-and-retaining-trustee/model-role-descriptions>

July 2019

To be reviewed September 2021