



**Dorset
Community
Foundation**



We help people give back to Dorset to improve
the lives of others

<https://www.dorsetcommunityfoundation.org/>

TRUSTEE INFORMATION PACK 2020

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Welcome from the Chair of Trustees



Dear Applicant

Thank you for your interest in Dorset Community Foundation. This is a rewarding and fulfilling voluntary role positioned at the very centre of our Dorset communities. We aim to support the voluntary sector through targeted grant making, raising the funds from generous donors, businesses and other diverse funding streams. We relish our position as the county's most effective grant-maker and are committed to developing a sustainable voluntary sector in Dorset. It is surprising and shocking to see how much poverty, hardship and deprivation exists in what many may believe is an affluent county. We are part of a 46 strong network across the UK, all independent but part of UK Community Foundations (UKCF) which leverages and lobbies UK Government, its departments, institutional and national funders. As a collective network we are in the top 5 funders in the UK.

COVID-19 has given rise to increased need and levels of disadvantage, which Dorset Community Foundation is working hard to alleviate. We have played a significant role in the response to the emergency and proud that we have been able to fund groups and charities when they needed us most.

We are looking for energetic, committed and capable people to take the Charity forward to a new level of engagement in the county. The Board of Trustees have an excellent rapport with the office team, and we all appreciate the opportunity to give something back to the beautiful county in which we live. I hope you enjoy reading our recruitment pack

We look forward to hearing from you.
With Best wishes

Jeremy

Jeremy Mills

Chair

About the Dorset Community Foundation



Dorset Community Foundation is a charity which was founded on 14 June 2000. It acts as a conduit to local philanthropy, linking private and public funders with small community projects across Dorset. It is an accredited member of UK Community Foundations, a national association which promotes and supports 46 Community Foundations across the country.

We work with individuals, companies and other organisations to assist in delivering their charitable aims, and develop longer-term strategic philanthropy programmes. This work enables us to distribute grant funding to Dorset based community groups and charities that provide services and support to people and communities within Bournemouth, Poole and across Dorset.

A small team of four full time and one part time members, we focus primarily on managing existing grant programmes, working closely with our fund holders and groups that need support as well as raising funds for future funding programmes.

Since 2000, the Foundation has grown from being a fledgling organisation to one that is firmly at the heart of community life in Dorset awarding millions of pounds during this time. Through its grant making and fundraising we have made a significant contribution to the lives of some of the county's most disadvantaged people.

The Coronavirus emergency created a huge demand for support from hundreds of charities and groups, both established and emerging. Within days of the lock-down starting we set up our Coronavirus Community Fund and corresponding appeal which attracted donations from local companies, generous local individuals, charitable trusts and national funders. We have never been more relevant, acting fast and responding when Dorset needs it most. Already this year, we have awarded over £500,000.

Future Plans and Objectives

Dorset Community Foundation has ambitious plans to cement and build on its reputation as Dorset's most effective grant-maker. Improving its reach and ability to make strategic and impactful grants, targeting where need is most or community issues arise.

Our objectives are simple, work with more people and organisations who have the capacity to give and deliver that goodwill to an increasing number of projects, charities and community groups. We constantly aim to be a significant part of Dorset's response to emerging problems while also supporting those who have the potential to improve their lives and opportunities.

We are currently working on our strategic plan for the next 3 years. We seek to become more efficient operationally and relevant to the needs of the voluntary sector in Dorset while also providing the very best options for donors and partners to help them achieve their charitable objectives.



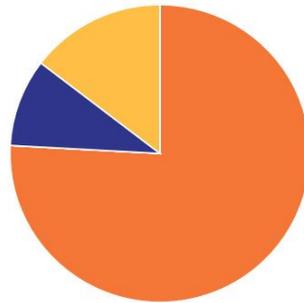
Financials

- Over the last 20 years Dorset Community Foundation has awarded over £10m in grants to Dorset based charities, community groups and individuals in need.
- Annual grant-making currently stands at c£500k per annum.
- Current Financial Year 20/21 - Dorset Community Foundation has raised just under £1m in response to the Coronavirus pandemic awarding unprecedented levels of grants to hundreds of charities and projects right across Dorset.

2018-2019

Income and Endowments:

£763.5K

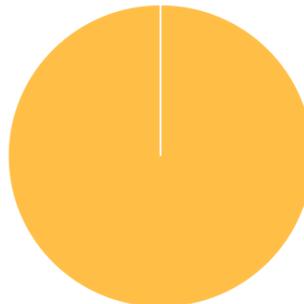


■ Donations and legacies: £579.2K ■ Other trading activities: £0.0K
■ Investments: £72.8K ■ Charitable activities: £111.5K ■ Other: £0.0K

* £78.1K investment gains(losses)

Expenditure:

£554.7K



■ Raising funds: £0.0K ■ Charitable activities: £554.7K ■ Other: £0.0K

More detailed information can be found in the attached 2018-2019 Annual Report and Accounts

Trustee Role Description

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the Dorset Community Foundation; developing the Foundation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main Responsibilities

- To ensure that the Dorset Community Foundation and its representatives function within the legal and regulatory framework of the sector and in line with the Foundation's governing documents, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the Dorset Community Foundation.
- To determine the overall direction and development of the Dorset Community Foundation through good governance and clear strategic planning.

Main Duties

- Ensuring the Dorset Community Foundation complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the Dorset Community Foundation, beneficiaries and future beneficiaries at all times.
- Promoting and developing the Dorset Community Foundation in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of the the Dorset Community Foundation's resources, ensuring expenditure is in line with the Foundation's objects, and investment activities meet accepted standards and policies.
- Interviewing, appointment and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the Dorset Community Foundation and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on cheques and any applications for funds, if appropriate.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of the Trustee's responsibilities to the Dorset Community Foundation.

Accountable to

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including (but not limited to) service users, funders, the Charity Commission and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

Terms of Reference

1. The Board should comprise of between eight and twelve individuals.
2. The Board must hold at least four meetings each year at regular intervals.*
3. The conduct of the meetings and business will be as stated in the Memorandum and Articles of Association.
4. The Board will be responsible for ensuring that the Charity's objectives are maintained and that the Charity operates within the powers prescribed in the Memorandum and Articles of Association including the employment of staff, unpaid agents or advisers and to engage professional or other advisers when appropriate.
5. The Board must comply with the requirements of the Charities Act 2011 in relation to keeping financial records, audit of accounts and the preparation and transmission to the Registrar of Companies and the Charities Commission of:
 - Annual Reports
 - Annual Returns
 - Statement of Financial Activities
6. The Board of the Dorset Community Foundation are under a duty to take control and to safeguard all funds to which the Charity becomes entitled.
7. The Board will have the power to delegate any of their functions to committees consisting of two or more individuals appointed by them (but at least two members of every committee must be a Dorset Community Foundation Trustees and all proceedings of committees must be reported promptly to the full Board).*

Person Specification

Person Specification

- Integrity
- The ability to think strategically and see the bigger picture
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Good independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team

The Board of Trustees needs overall skills and experience in one or more of the following areas:

- Experience in a charitable/voluntary organisation
- Financial acumen- including charitable sector accounting

- Legal
- Human Resources
- Income Generation
- Digital marketing and PR
- Strategy
- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit making organisations

The Charity is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in its work. As with all positions, this role outline will be kept under review and may develop to meet the changing needs of the service.

Other Information

Current Trustees

Jeremy Mills (Chair) - Jeremy, who is a Notary is also a managing director of Mills Keep Ltd who provide global asset strategy advice for clients using their tax and legal expertise.

John Young - Following a brief army career, John moved to Dorset in 1973. He trained and qualified as a Chartered Surveyor, working as an estate agent in Dorset and latterly all over England until he retired in 2013

Sir Martin Davidson KCMG - Sir Martin was a Chief Executive of the British Council from April 2007 until December 2014. He spent 30 years working for the British Council in offices around the world, starting in Beijing in 1984 and spending much of his professional life working in China.

Paul Sizeland CMG - Paul had a long career in public service. After 26 years working for the Foreign and Commonwealth Office, both overseas and in London, he was Director of Economic Development at the City of London Corporation until 2015

Nick Fernyhough FCA CTA DChA (Treasurer) - Nick specialises in advising corporate entities on audit, corporate finance and corporate tax matters. He also runs corporate finance operations for the Saffery Champness' Bournemouth office

Jonathan Greenwood (Chair of Grants and Impact Committee) - Most of Jonathan's professional career was spent in education and cultural relations with the British Council, in senior management positions overseas and in the UK.

William Ansell - William worked for 40 years in investment management in London, He is involved with a charity, Nehemiah, which runs residential courses for people recovering from addiction, often ex-prisoners.

Frank Guinn - Frank spent the majority of career in electronic displays industry and is an active member of Dorset Business Angels, Dorset Mentoring and Business Growth Service.

Michelle Scanlan-Sanson - Michelle is a trusted HR professional and business coach with in-depth business knowledge and experience. Her work experience of nearly 30 years spans the public, private and voluntary/independent sectors in both the UK and Europe.

Geoff Trobridge LLB BCL (Company Secretary) - Geoff worked as a company and commercial solicitor for twenty years before joining the Charity Commission as an in house legal adviser in 2001.

Term of Office

Currently two terms of three years (under review)

Meetings

Typically the Board meets four times a year plus our AGM, however during the COVID-19 pandemic we have been meeting once a month.

Sub-Committees

There are two sub-committees, Finance/General Purposes and Grants and Impact. The both meet four to five times a year and Trustees are encouraged to sit on at least one sub-committee.

Expenses

Trustees are entitled to recover their out of pocket expenses for fulfilling their duties in accordance with an expenses policy agreed from time to time. However, it is hoped that Trustees wherever possible will not claim expenses and indeed Trustees are encouraged to donate to the charity. Trustees are at liberty to make a decision in this respect depending on their individual financial position

Recruitment Process

- A meeting with our recruitment partner, Jackie Dawkins of Shine Charity Recruitment (01884/841751 or jackie@shinecharityrecruitment.co.uk)
- Please send your CV and supporting statement to Jackie
- Closing date 15th October 2020
- In initial conversation with the CEO and Chair
- An invitation to attend a Board Meeting as an observer.
- References taken
- A formal invitation to join the Board at the AGM in December
- Induction