

Portfolio	Fund Raising and Income Generation
Overview	<p>In addition to having the collective responsibility to oversee the work of the charity, some individual trustees will hold a portfolio of personal responsibilities for which they will act as the champion and are expected to take the lead.</p> <p>This portfolio relates to fund raising and income generation.</p> <p>We are a small local charity and are reliant on our own efforts to raise funds to finance the delivery of our services.</p>
Reporting lines and Accountability	<p>The trustee board collectively, and trustees individually, are appointed by and accountable to, the membership at formal meetings, generally the AGM. The work of the board is co-ordinated and led by the Chairman. A trustee undertaking specific responsibilities may report to the Board or a sub committee.</p>
Responsibilities of the portfolio holder	<ul style="list-style-type: none"> • To lead on the strategic and operational issues of fund raising and income generation; • to develop a fund raising and income generation strategy that pursues the stated objects of the charity in accordance with its mission and values; • to develop relationships with corporate organisations and the local business community to seek funding and sponsorship; • research and make applications to trusts and community supporting organisations that operate community funding schemes and grant giving opportunities; • look for funding and income generating opportunities in the local and wider community; • organise and promote a range of fund raising opportunities and events throughout the year; • to work collaboratively with other trustees and stakeholders both internally and externally; • to report to the Board on issues within the portfolio holder's responsibility.
Other Responsibilities	<p>The primary role of a trustee is to ensure the charity stays faithful to its stated objects, ensures its finances are used appropriately and that the charity fulfils its legal obligations. These are set out in more detail on a separate document.</p>
Background, knowledge and experience	<p>The portfolio holder needs to be professionally competent and experienced in the areas of fund raising and income generation at strategic and operational levels.</p> <p>Experience of engagement in the voluntary sector is desirable.</p>

Time & Commitment	<p>In addition to their input as a general trustee, a portfolio holder will be expected to have both the time and commitment to properly undertake the role. This is likely to be of the order of 1-2 days per month. Our shops operate business hours Mondays to Saturdays. Meetings are generally held locally during the day.</p> <p>The role is voluntary and unpaid. Expenses actually and necessarily incurred may be refunded on request.</p>
Want more information?	<p>Email Chairman, Mike Joyce at chairman.haveringshopmob@gmail.com Or telephone on 07952 315301</p>