



THE FRIENDS OF Rowntree Park

Organisation and Management (Committee and Trustees) Volunteer Role Description

<p>About the role</p>	<p>Our Committee and Trustees are the people who are responsible for shaping what the Friends of Rowntree Park do, both in the short and long term.</p> <p>Trustees have formal responsibilities: setting the overall strategic direction of the charity; making sure that it is well run and ensuring it is meeting its objectives. They also make sure that the charity is in good standing financially, in compliance with the law, and accountable to those who fund us.</p> <p>Committee members are more operational and involved in the day to day running of the Friends of Rowntree Park. The committee decide on the work of the group and plan how to improve the park for its users. They also liaise with the council and outside groups. Committee meetings are a place to discuss issues affecting the park, come up with new ideas, and talk about the work of the Friends of Rowntree Park.</p>
<p>When do we need volunteers?</p>	<p>Trustees: We recruit new Trustees occasionally when a vacancy arises, or if we need someone with a particular set of skills. If you're interested in becoming a Trustee, let us know and if we don't have a current vacancy we will keep your details on file.</p> <p>Committee: We are always happy to welcome new Committee members. The group has four official public meetings a year and anyone is welcome to attend. If you'd like to become more involved then we would welcome your help and support. Committee members do various roles including managing membership, running events, leading gardening and much more.</p>
<p>Who are we looking for?</p>	<p>We need a range of people on our Committee and Board of Trustees. The most important qualification for both roles is enthusiasm for the park and its future.</p> <p>We need Trustees from a variety of backgrounds, ideally with experience of strategic planning and organisational management. Skills in law, finance and charity work are useful.</p> <p>We need Committee members who have a good understanding of one or more of our key areas of work: gardening, events, and working with children and young people. However, anyone with an interest in the park and making it an amazing place for the community is welcome to join the committee. We love to share ideas and get feedback.</p>



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What is the commitment?	<p>Both Committee members and Trustees try to help out with events and activities throughout the year when they are able.</p> <p>Trustees: Becoming a Trustee is a significant commitment. While the number of formal meetings is small, trustees carry overall responsibility for the charity, and are involved in all aspects of the Friends' work. This could include developing strategic plans; being involved in budgeting and seeking funding; promoting the work of the Friends or managing occasional freelance staff.</p> <p>Committee: Ideally committee members attend the four main meetings a year. In addition to this, members of the committee have smaller meetings throughout the year to plan and organise events and activities. Many of our Committee members also actively volunteer in another role with Friends of Rowntree Park. Being a Committee member is a more flexible role, meaning that you can take on more or less responsibility depending on how much time you have.</p>
What will I get from the role?	<p>Trustee and Committee roles will allow you to contribute to the running of the park at a more strategic level. If management and strategic planning skills are relevant to your career, this can be a great way to build up your experience (and boost your CV!). It's also great experience of working in the charity sector and learning how to set and meet objectives, fundraise, and work as part of a diverse team. Being part of a small organisation also means that you'll have the opportunity to lead on projects. All of this is great experience and very rewarding.</p>
What training do I need?	<p>Committee members do not require any specific training or induction. We ask all new Trustees to take advantage of (free) training on how to be a good trustee through NCVO.</p>
References and DBS	<p>We do not ask for references or a DBS check for Committee members. As a prospective Trustee, you will be asked to provide the names of two referees, and to attend an informal interview to discuss what you can bring to the role.</p>
How do I sign up?	<p>To get involved, please fill in our volunteer registration form. If you've got any questions, email volunteer@rowntreepark.org.uk.</p>