

Job Description: Croydon Mencap trustee

Croydon Mencap aims to improve the quality of life for people with learning disabilities, their families and carers and for children with SEN

To strengthen our existing board we are specifically looking for new trustees with the following areas of experience:

- Fundraising
- Marketing
- Project Development
- Community involvement
- Learning Disability / SEN knowledge and or / experience

Who we are looking for?

Prospective candidates should have an interest in and commitment to improving the quality of life for people with learning disabilities, their families and carers and for children with SEN

Responsibilities

- To be committed to the work of Croydon Mencap
- To become familiar with the support and services provided by Croydon Mencap – e.g. visiting projects
- To attend quarterly board meetings regularly
- To join and contribute to task focused working groups when required
- To prepare for and participate in the discussions and the deliberation of the board and sub-committee
- To attend the Annual General Meeting and Away day
- To be able to contribute an approximate time commitment of five hours per month (including meeting preparation time and meeting attendance time)

Our board and sub-committee meetings are held on weekday evenings in Leslie Park Road, Croydon

We also expect/hope that where possible our board members will attend any events organised by Croydon Mencap

We hope you will be rewarded by the satisfaction of supporting an organisation committed to making a difference to the lives of people with learning disabilities, their families and carers and to the lives of children with SEN

If you are interested in joining our Board please contact Sue Wragg at chairperson@croydonmencap.org to arrange a time to talk. After that, if you are still interested, we would ask for your CV along with a letter explaining why you would like to become a trustee and what you hope to be able to contribute to the Board. We will take up references and undertake a DBS check if you decide to become a trustee.

We operate an equal opportunities policy regarding Trustee recruitment.

Who can be a trustee?

Please note, not everyone can be a trustee - we can only accept people who are over 18. In addition we cannot accept: anyone who has been convicted of an offence involving deception or dishonesty (unless the conviction is spent); anyone who is an undischarged bankrupt or has made a formal agreement with creditors under the Insolvency Act 1986; anyone who has previously been removed from trusteeship by the Charity Commission or the courts; or anyone who is disqualified from being a company director.