

Support the Green - Join the Trustees

A. What's involved in being a Trustee?

General Responsibilities of Trustees

The Trust is governed by a Board of Trustees which is responsible for:

- Establishing the overall direction of the Trust
- Ensuring that the policies of the Trust are in keeping with its aims and strategies
- Working to ensure that the Trust has the resources, both human and financial, to achieve its aims
- Monitoring and evaluating the progress of the Trust
- Ensuring that the Trust functions within legal and regulatory requirements

What being a Trustee of Halesworth Millennium Green involves

The Trust is a registered Charitable Incorporated Organisation (CIO no. 1202703) which limits Trustee liability in the event of bankruptcy or other failures.

- Trustees are appointed by a resolution of the Trustees for renewable terms of 4 years
- There are 3 or 4 Board meetings each year
- There are two sub-groups which have at least one Trustee member and which report to Trustee meetings:
 - (a) the Management Support Group which organises work parties and all practical maintenance matters; and
 - (b) the Conservation Strategy Support Group which monitors and advises on matters affecting wildlife and, apart from the Trustee member/s, is comprised of persons with expertise in ecology who are not necessarily Green volunteers.
- Apart from Board meetings all Trustees will from time to time be involved in discussions and projects sometimes generated by other bodies e.g. our partner Sustrans who helped to build Woolnough Way, the all-weather track; the Town Council; planning applications or other developments or events which could affect the Green.
- The Trust will reimburse reasonable expenses incurred for approved activities.

B. Why are there vacancies for Trustees?

The Green has grown significantly since its establishment in 1999 and is ready to move into the next stage in its development. To help to take it forward we're looking for additional Trustees. These are voluntary positions, as are all positions in the Trust, and offer interesting opportunities to assist a dynamic charity and develop its access and conservation work. At the same time, Trusteeship provides the opportunity to gain valuable experience in the governance and running of a small charity.

Project Management – willingness to take on from time to time

The Trust is looking for someone who, in addition to attending and contributing to Trustee meetings, would occasionally volunteer to lead on a specific project. This is how Woolnough Way the all-weather track, and the two equipment containers in Lester's Piece were provided – by a lead volunteer who reported back to the Board and sought support as appropriate.

Money management – shadow our current Treasurer

The Trust is looking for someone who, in addition to attending and contributing to Trustee meetings, would shadow our current Treasurer. This includes keeping account of expenditure and income; sending annual accounts to the Charity Commission; renewing annual applications to relevant government department (DEFRA) for grazing grants; helping to identify appropriate granting bodies and writing grant applications for occasional special projects.

Events and outreach

The Trust is looking for someone who, in addition to attending and contributing to Trustee meetings, would be willing from time to time to lead on organising outreach and events.

Website etc.

We are also seeking help to manage the website and our presence on social media. In addition to creating the short monthly Community News piece other outreach could include occasional activities such as running the occasional Walk & Talk on the Green to introduce people to the remoter areas and the less obvious wildlife; assisting with the annual WinterLight! Festival established with Halesworth Library; liaising with local schools.

C. How to Apply

Further information about the Trust is available on its website at <http://millenniumgreen.halesworth.net> A current Trustee would be happy to have an informal conversation with you. Send any request for a conversation to the Green's email box thegreen@halesworth.net

Otherwise **your application** should be made to the Chair of Trustees and submitted to thegreen@halesworth.net or sent to The Chair of Trustees, Brook House, Quay Street, Halesworth IP19 8ET.

Submit **the paperwork** to apply as follows:

- a covering letter outlining your reasons for wishing to join the Trustees, whether there is a particular area of work you are interested in, what you could contribute, and what you would hope to achieve as a Trustee.
- A brief CV and biography (maximum 300 words).

We look forward to hearing from you.

