



Trustee Information Pack

October 2024

In this pack:

| | |
|----------|--|
| 2 | Welcome from the Chair of Trustees |
| 3 | About Sunrise Multicultural CIO |
| 4 | The role of Trustees and what we can offer you |
| 5 | Role Description and Person Specification |
| 6 | How to apply |



Welcome from the Chair

Thank you for your interest in joining the Board of Trustees at Sunrise Multicultural Community Interest Organisation (CIO). I hope that the information in this pack helps you to learn more about the charity, and what we are looking for in new Board members.

Sunrise has been through a period of change over the last year, and in this context we are seeking new Trustees to grow and strengthen the diversity of skills, experience, and perspectives on our Board. We have just appointed a new CEO, who is ready to lead Sunrise into our next phase of development with the support of the Board and a small, dedicated team of seven staff.

We currently have three trustees, all of whom have long standing experience with the charity. We are seeking to appoint three additional trustees over the next twelve months, including at least one new trustee who has the potential to become our next Chair.

What we are looking for

people who can bring skills and experience from their professional, volunteering or personal life that contribute to Sunrise's development

Trustees who are able to dedicate the time to the role – being a Trustee isn't time consuming, but commitment to attend regular Board meetings and occasional other activity is important.

Commitment and perseverance. Being a charity trustee isn't always easy – the governance of a charity is an important responsibility which we take seriously. It can however also be enormously rewarding, interesting, and satisfying to see the impact of our activity on our community and the staff and volunteers of the charity.

Being a Trustee is a governance role – you'll be focused on strategy, support, and setting the direction of the charity. We are looking for people who are willing to work together with our CEO and operational leadership team to develop strategy and governance that enables and empowers our staff team to deliver excellent services in a great working environment. There will be plenty of opportunity to experience first hand what Sunrise does, and we actively encourage trustees to join events and activities and engage with staff, to support their understanding of the day to day activities of the charity.

I hope that you find the information in this pack interesting and useful, and that it inspires you to apply to join our Board of Trustees. I look forward to hearing from you

Meryl Smith, Chair of Trustees

About Sunrise Multicultural Project CIO



Sunrise Multicultural CIO is a small charity that provides a range of activities and services for the benefit of families from a range of black and ethnic minority communities in Banbury and its surrounding areas.

The charity's constitutional objects are:

- *The advancement of education by the provision of nurseries, out of school clubs, and adult education course*
- *The advancement of health by the provision of advocacy, advice and support*
- *The provision of recreational facilities in the interests of social welfare with the object of improving their conditions of life*

Current activities include:

- A range of free and low-cost activities, out of school clubs, and play experiences for children and teenagers
- Activity and social groups for women from a range of backgrounds including people from different minoritised communities, refugees, and people who are lonely or isolated
- Provision of free information and advice, delivered in partnership with Citizens Advice Banbury
- A specialist Independent Domestic Violence Advisor (IDVA), focused on providing culturally sensitive and accessible support to women from BAME communities

Sunrise is based at an office and community space on the outskirts of Banbury. We also have use of a community space in the centre of the town, and regularly use other community facilities, with the aim of making our activities as accessible as possible for different segments of the community.

We are pleased to have the support of a number of local and national funders to support our work. Currently our annual turnover is around £250,000. As for most charities, much of our funding is short term and we are operating in a tough national environment for income generation, so fundraising and financial management are key priorities. We have a good level of reserves and a number of long term grants, and we have recently reviewed our financial and fundraising approaches in order to maximise our sustainability.

Sunrise has eight members of staff, supported by a larger group of sessional workers who support our groups and activities. We work hard to offer a friendly, welcoming workplace where people can develop their skills and knowledge, valuing the varied insight and capability that our staff bring from their different personal and professional experiences.

We are keen to keep developing our ways of working, with a strong focus on deepening reach into communities, better understanding what local people need and want, and identifying new ways for Sunrise to make a bigger impact. We have begun work on a formal strategy and business plan, and supporting the CEO to deliver this will be a key priority for the Board over the next 12-18 months.

Overall, Sunrise is a thriving, vibrant charity. We have managed some complex changes in the last twelve months and emerged as a more resilient, people focused charity. It's a great time to join us as we enter our next phase of development.

The role of Trustees

Every not-for-profit has a Board – a group of volunteers who ensure that the organisation is effectively carrying out the purpose for which it was set up.



The Board of Trustees are legally responsible for the overall effective management and strategic direction of the charity in accordance with the Constitution and relevant legal and regulatory guidelines. Day to day management of the organisation is delegated to the CEO, who is accountable to the Trustees. A clear *Scheme of Delegation* is in place, setting out the roles and responsibilities of Trustees and staff, to allow smooth operations and governance.

the time commitment for trustees includes:

- Attending regular Board meetings, usually six times a year. Board meetings are generally 2 hours long and are often online, but sometimes in person
- Taking time to read board papers and other documents and prepare for Board meetings so that all trustees can participate effectively
- Joining occasional ad-hoc discussions between meetings and respond in a timely way to emails, for example relating to a special project where the Trustees' skills and experience are relevant
- Attending occasional Trustee training to support development of skills and insight
- Occasional attendance at Sunrise events and activities, to support your development and the Board's engagement with staff

Sunrise is committed to enabling everyone, including Trustees, to participate and engage fully in the role. As such, we make accommodations where possible to fit around work and other commitments. Candidates should note that currently Board meetings are held during office hours.

You may find this publication useful to support your understanding of the position of Trustees in the eyes of the regulator of charities, the Charity Commission: [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)

What we can offer you

Becoming a Trustee is a fascinating way to engage with the not-for-profit sector. Being a trustee offers you the opportunity to develop your skills and contribute to positive change in the community. As a trustee you will gain strategic experience, and the chance to use and develop your critical thinking, analytical, and team working skills.

You don't need to have been a charity trustee before, or to have worked for a charity – we are looking for individuals with an interest in the work of Sunrise, the ability to commit to being on our Board and attend relevant meetings and activities, and a willingness to learn and develop. We will support you to learn and develop in the role, and are committed to offering you a positive, life enhancing experience in this vital role for our charity.

Reasonable expenses (e.g. travel) incurred in the course of attending meetings or other activities will be paid.

Role description

As a Sunrise Trustee your main duties will be to work together with other members of the Board, in collaboration with the CEO and other leadership staff to:

- Collectively lead and ensure the vision and purpose of the charity are achieved and that the strategic direction of the charity is set and managed
- Ensure that all legislative and regulatory requirements for the charity are met



- Make sure that risk is understood, monitored, and managed effectively through management of assets, reputation, and ensuring effective policies, procedures, and training are in place
- Strategically oversee long term financial and operational sustainability of the charity, ensuring this is secured through sound financial management, fundraising, and planned use of resources
- Support the CEO as the operational leader of the charity, appropriately delegating responsibility and providing strategic advice and guidance as required
- To act in the best interests of the charity at all times, keeping in mind the needs of current and future beneficiaries

This role is subject to an Enhanced DBS check (administered by Sunrise at the charity's expense)

Person Specification

The person specification sets out the qualities, skills and experience needed to fulfil the Trustee role.

Sunrise Multicultural Project CIO Trustees will have:

- A high level of personal integrity and commitment to the role
- A commitment to being a responsible and effective advocate for the charity
- A commitment to attending and actively participating in Board meetings
- An understanding of the importance of effective governance of charities, including the respective roles of Trustees and the CEO
- The ability to think strategically and learn about the work of Sunrise and the communities that it seeks to support
- The ability to work effectively as a team member on the Board
- A willingness to learn and develop, including participating in occasional training for trustees

The following characteristics are not essential, but desirable for some Trustees, in order to grow the skill mix of the Board:

- Experience of being a Trustee or working for or with a charity
- Insight into the current landscape in which charities operate at a local and national level
- Professional or personal insight into the issues that minoritised communities in Banbury face and good practice in providing activities and services
- Professional experience in HR, Finance, Trusts and Foundations fundraising, IT systems, Equity Diversity and inclusion, or Community Engagement



How to apply

To apply, please prepare a letter, no longer than 2 pages outlining:

- The reason for your interest in the trustee role
- Why you would like to be a trustee of Sunrise Multicultural CIO
- How you meet the person specification
- What you would bring to the role from your professional, volunteering, and personal experience

Once your application is received, we will be in touch within 5 working days to discuss any next steps, which may include a formal interview.

If you would like to have an informal conversation as part of considering applying for this role, please contact CEO.sunrisemcp@gmail.com or call 01295 701728 and ask for Maria Holden.