

# Friends of Fulbourn Hospital and the Community

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- extending mental health care -



Registered  
Charity  
No 273281

## **TRUSTEES**

The Friends of Fulbourn Hospital and the Community (FoFHC) was established in 1952, and is a Registered Charity.

We are a group of people who support the care, welfare and recovery of sufferers from mental illness, whatever their age, who are or who have been associated with Fulbourn Hospital. We aim to increase the understanding of mental illness and the needs and problems of patients, and their carers, amongst people outside the Hospital.

We have no paid staff and are run by a Management Committee, the members of which are the charity's trustees who meet quarterly. Administrative costs are therefore very low, and nearly all the money which we raise goes into supporting patients.

In the community we seek to support the recovery and integration of those with a mental health problem in a number of ways, notably by running Forum Lunch Clubs, supporting bereavement counselling for mental health sufferers and offering limited financial resources. We also inform public debate on mental health issues.

We are grateful to those whose subscriptions and donations and their voluntary help have continued to support our work. There is a growing need for our activities and funding. We are pleased that we continue to have good links with the Cambridgeshire and Peterborough NHS Foundation Trust. Having recently received a large donation, which we will enable us to significantly increase our grant making activities; we are looking to recruit new trustees with the appropriate skills and experience.

We are looking for trustees who live or work locally, with good local networks, combined with a commitment to the support of mental health service users and their carers. In particular, we are currently looking for individuals who have one or more of the following skills to offer:

- Service delivery in mental health
- Impact and outcomes in the voluntary sector
- Governance

Through regularly preparing for, attending, and playing a full part in the Management Committee meetings, and supporting the Friends' through participation in agreed projects, Trustees are responsible for:

- Developing FofHC's vision and strategic direction. Identifying key issues and opportunities, and actively contributing to setting policy and objectives; fully involving volunteers.
- Maintaining an awareness of FoFHC's business, setting targets, and evaluating performance to ensure that the needs of the local community are being met.
- Ensuring that FoFHC's governance arrangements are fit for purpose and complied with.

- Monitoring the financial position of the charity, ensuring that it operates within its means and that resource allocation is in line with our objectives.
- Proactively seeking to further the strategic objectives of the Friends and acting in our best interests at all times. In particular, representing FoFHC externally to a variety of audiences.

Personal skills and qualities:

- commitment to the aims, principles and policies of the Friends
- ability to understand and accept their responsibilities and liabilities as trustees
- ability to think creatively and strategically, and exercise good, independent judgement
- effective communication skills and ability to work effectively as a member of a team
- ability to act as an active and credible ambassador for the Friends with external audiences
- numeracy to the extent required to understand the FoFHC accounts with the support of a treasurer

The officers of the charity, i.e. the chair, vice-chair, treasurer, honorary secretary and membership secretary are elected annually at the AGM, normally from among the existing trustees. At the next AGM in the autumn of 2015 it is hoped that some of the new recruited trustees would be willing to take on the duties of the honorary secretary and membership secretary. The duties of both posts are not onerous requiring a few hours a week in addition to attendance at the quarterly management committee meetings and ownership of a computer.

The honorary secretary needs to have the ability to take minutes, draft papers, liaise with, and reply promptly to the chair, other officers and trustees, to keep the records of the charity, to ensure the preparation and circulation of a newsletter and AGM publicity and the maintenance of the website.

The membership secretary is responsible for:

- Maintaining the membership records of the charity. This comprises keeping a record (in practice on an Excel file) of:
  - members' names, addresses and e-mail addresses where available
  - outline of their area of volunteering if applicable
  - when subscription paid (if applicable), amount and whether paid by standing order and whether subscription is gift-aided.
- Reporting on the state of membership to the management committee
- Eliciting particulars of volunteers for membership record purposes
- Collecting subscriptions from members paying by cheque
- Participating in the recruitment of new members
- Maintaining a record of Gift Aided payments received; preparing the annual return and obtaining Gift Aid refund

If there are questions or clarifications about the role of the Friends' trustees which you wish to discuss in advance of writing a letter of application, please do not hesitate to contact Dr David Livesey, Chair of the trustees, via [d.a.livesey@ntlworld.com](mailto:d.a.livesey@ntlworld.com). Letters of application, together with the names of two referees should be addressed to David Livesey, Chair of the Trustees, either at, [info@fofhc.org.uk](mailto:info@fofhc.org.uk) or 19 Glisson Road, Cambridge CB1 2HA.