Llandaff & Monmouth DACBR

Job Description – Bell Restoration Fund Trustee

Introduction

The Bell Restoration Fund, a Registered Charity (No 507208), provides the principal focus for the Association's fund-raising efforts. The Fund's aims and objectives include providing funding (by way of grant-aid and/or loans) for the restoration of bells within the two Dioceses, augmentations and the purchase of local bells to save them from being lost.

The Rules of the BRF are found here: https://www.llanmon.org.uk/association/brf

Main responsibilities

By law, you are required to:

- ensure the BRF carries out its purposes for the public benefit,
- comply with the charity's governing document (BRF Rules) and the law,
- act in its best interests,
- manage the charity's resources responsibly,
- act with reasonable care and skill,
- ensure the charity is accountable,

Specific Duties

Review applications for BRF funding from towers within the Association.

You must avoid situations where your loyalties might be divided. If you are personally involved in a project or have a close relationship with the tower making the application you must declare a potential conflict of interest to the other Trustees and at the AMC meeting where the decision is being made.

For requests for significant funds, with the Association General Secretary, review the risk of the church in question becoming redundant according to the guidance provided by the Central Council of Church Bellringers.

Recommend to the AMC whether or not a grant should be awarded and the amount of the grant.

Organise an inspection of the completed work before authorising the release of the funds.

Submit reports to the Charities Commission and ensure the Association remains compliant with their regulations.

Meetings and Deadlines

Attend quarterly BRF Trustee and AMC meetings (one follows the other!)– currently planned for February, June, September and November each year.

Prepare a Report upon the activities of the Fund in accordance with the prevailing legislation pertaining to charities for inclusion in the Association's Annual Report which is compiled in January.

Process for Appointment

As this is a role which requires some technical expertise, there is no maximum term associated with this post.

Trustees become eligible for election or re-election at the Association AGM each year.

Whilst the BRF rules do not specify this, it is desirable that there should be one BRF Trustee from each branch.

When a vacancy arises, the General Secretary will publicise this through the Association's communication channels to encourage members to express an interest and put themselves forward at the next AGM.

The ideal candidate:

You must be at least 16 years old and not disqualified from being a Company Director.

You should have an interest in bell restoration projects