

**TRUSTEE ROLE DESCRIPTION
LEATHERHEAD INSTITUTE
67 HIGH STREET
LEATHERHEAD KT22 8AH**

Post: Trustee

Purpose: The objects of the Charity are twofold:

- Firstly, to maintain the Institute building for the benefit of the local community in accordance with the wishes of the benefactor, Abraham Dixon, who presented the building (but provided no endowment) to the local community in 1892 for social, leisure and educational purposes.
- Secondly, to promote the use of the building for these purposes for the benefit of the inhabitants of Leatherhead and District. A substantial part (70%) of the building now houses the Leatherhead Community Association (Charity No. 1142164) whose purpose is to promote these activities.

Required Attendance:

There are meetings 4-5 times a year, usually on a Monday evening at the Institute. These are between 1 and 2 hours long.

Person Specification:

A love and value of old historic buildings and how to best improve and preserve them for the future is desirable.

The charity would especially welcome applicants from the following areas - Law, Building and Construction, Accounting, Environmental, Health and Safety. This is by no means an exhaustive list, applicants from any discipline are welcome to apply. We are looking for trustees who are hands on and want to get involved in ensuring the next 100 years of the building.

An outline of the charity:

As outlined above the charity looks after the structure and maintenance of the Institute. In order to bring in an income to do this they lease out various rooms to commercial tenants. The remainder of the rooms and the large Abraham Dixon Hall being let to the LCA who carry out the wishes of our benefactor,

Abraham Dixon, in providing a community building for social, leisure and educational purposes. The two charities are separate but work closely to fulfill the original aims of the building.

The charity is currently looking to sympathetically restore and update this prominent building situated in the middle of Leatherhead in order to be able to deliver the aims for which it was built. Within the last few years the main toilets have been upgraded significantly and a new accessible ground floor WC facility added. In addition the charity is in the process of replacing the [NUMBER] windows and have completed around 50% so far with the help of local grants. There is an ambitious programme of works for which the charity is looking for proactive and enthusiastic trustees to progress.