Sanctuary Breaks

Trustees for the Charity - Treaurer

Vision and Purpose of Sanctuary Breaks

Sanctuary Breaks was registered as a charity (RCN 1204540) on 31st August 2023. Our vision is that people seeking sanctuary will be welcomed by and included in local communities, and have full access to rural environments and experience for their good health and welfare.

Our project has grown out of Hill House, a much loved family home, which is now used as a rest and retreat venue in particular for refugees, asylum seekers and survivors of trafficking or torture. The house is also available for others who are seeking short periods of restoration, or to pursue a particular creative interest, either as individuals or in groups.

Sanctuary Breaks aims to provide opportunities for people seeking sanctuary to experience the beauty and relaxation of the Gloucestershire countryside, in a welcoming and inclusive atmosphere. Activities we arrange can take place anywhere in Gloucestershire. Our trading arm, *Hill House Retreats CIC,* currently provides a venue free of cost and a warm welcome to our visitors.

The charity's trustees

Our trustees are responsible for controlling the administration and management of the charity in accordance with its constitution. The board comprises the chair/co-chairs, treasurer, 4 – 7 appointed trustees.

The role of the board of trustees

At its simplest, the role of the trustee board is to receive the assets of the charity, safeguard them and apply them for the charitable purposes as declared in the objects of SB. The trustee board must always act in the best interests of SB, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The trustee board must act as a group and not as individuals. We aim to do this by sharing the values of SB and being involved in its growth and activities and much as we are able.

Our trading arm Hill House Retreats CIC is managed by its own Board of Directors. It reports regularly to SB Trustees, has at least one SB trustee on its Board, and the SB Trustees also advise and make requests and recommendations to the CIC.

As trustees, we aim to carry out our duties with compassion and commitment.

1. **Minimum time commitment**

Trustees are expected to attend an induction session at SB prior to their first board meeting. Board meetings are held six times a year, and trustees are expected to attend all board meetings. One meeting each year may be allotted to strategic planning; an all day event. The other five meetings last 1.5 hours and are currently online. They may also be attended by a wider advisory panel.

- Papers are distributed one week in advance of meetings.
- Trustees will be invited to an annual general meeting (AGM) of SB
- Trustees may claim out of pocket expenses incurred in travelling to meetings.

Duties of a trustee board member

i. ensure that SB complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
ii. ensure that SB pursues its objects as defined in its governing document
iii. ensure SB applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be
iv. contribute actively to the board of trustees' role in giving firm strategic direction to SB, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
v. safeguard the good name and values of SB
vi. ensure the financial stability of SB
vii. protect and manage the property of SB and ensure the proper investment of SB's funds
viii. support the volunteer CEO and monitor her performance.
ix. ensure that the set of charity policies are complete and that policies are kept under review and updated
x. each trustee may be asked to take on a specific oversight for the charity – eg fund-raising, project or policy work, according to skills and interest

Person Specification.

Each trustee must have :

i. a commitment to the vision, purpose and values of SB
ii. a willingness to devote the necessary time and effort
iii. integrity
iv. strategic vision
v. independent judgement
vi. an ability to think creatively
vii. an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
viii. an ability to work effectively as a member of a team and to take decisions for

The Treasurer must :

i. have time
ii. love numbers and accounts
iii. be familiar with financial policies and procedures for small charities
iv. be able in the initial period to produce a finance report every two months for board meetings

v. able to explain reports to trustees clearly and simply and answer questions
vi. understand both CIO and CIC reporting
vii. be able to keep on top of deadlines
viii. be able to set general budgets
ix. be familiar with funding application budgeting
x. be familiar with dealing with HMRC
xi. be able to arrange, and later oversee, salary payments, NI, tax etc.