

## BECOMING A TRUSTEE OF DAYBREAK OXFORD

### **What do we ask of you as a Trustee?**

An interest in furthering the work of Daybreak Oxford

- The ability to give the necessary time and effort to contribute to the management of daybreak's activities
- The desire to be an active team member and to promote the image of daybreak in the local community and elsewhere
- An understanding and acceptance that Trusteeship carries duties and responsibilities which are defined by the Charity Commission

### **What can you offer as a Trustee?**

We hope that your interest, experience and general skills would be sufficient for you to make a most valued contribution. You will be encouraged and supported in developing a specific area of interest so that you will have a satisfying role as a Trustee.

You may also already have a specific area of interest or a skill which can be valuable from the outset. We are particularly interested in the following areas of expertise

- Company Secretary skills
- Skills as a Treasurer
- Fundraising
- Public relations and dealing with the media
- Information and communication technology
- Work with volunteers
- Experience as a carer or user of Daybreak's services

### **How much time will be required?**

You will need to be able to attend:

- A full trustee meeting currently held every two months, lasting about two hours.
- Any sub-group you agree to join to explore particular issues in detail (such as organising an event or drafting a new policy)

Trustees are also encouraged to visit the Day Clubs. As your role develops you may choose to have a special link with one Clubs and to agree the frequency of your visits to the Club.

If you would like to discuss the above, please do contact our Chair or the Secretary; our contact details are listed below:

Daybreak Chair: Brian Dickety email [briandickety@aol.com](mailto:briandickety@aol.com) tel 01844213795

Daybreak Hon Secretary: Julia Burn email [secretary@daybreak-oxford.org.uk](mailto:secretary@daybreak-oxford.org.uk) tel 01367 240670.