

ORBIT CHARITABLE TRUST

ROLE OF THE TRUST DIRECTOR

Orbit Charitable Trust was formed in 1989 and is constituted as a company limited by guarantee. It has five members who elect a board of trustees who are responsible for the strategic direction and day-to-day management of the Trust.

The Trust's Director, who is accountable to the Chairman, will act on behalf of the board and in accordance with the Trust's policies in respect of the following:

DEVELOPING THE TRUST

- Draw up a 3-year strategic plan for the Trust for consideration by the board
- Expand the Trust's existing business activities of managing almshouses and telephone alarms
- Develop new business opportunities, securing new funding streams and leading on fundraising activities
- In conjunction with the Trust's public relations consultant, promote the Trust's work through the media, liaison with local authorities and other bodies such as the Almshouse Association

ADMINISTRATION

- In conjunction with the Trust Secretary, ensure that annual returns to Companies House and the Charity Commission are made correctly and on time
- Receive and process applications for grants from Orbit Group Limited and other sources and present those which come within the Trust's criteria to the board for consideration at its quarterly meetings.
- Seek approval between meetings under the scheme of delegation to applications for grants which come within the Trust's criteria and are of an urgent nature.
- Check approved grants to beneficiaries upon receipt of proof of expenditure and forward to the Secretary for payment
- In conjunction with the webmaster, maintain and update the website
- Respond to all correspondence

MEETINGS

- Arrange venues for meetings of Trustees as required

This appointment, which will be on a part-time basis, will be for an initial period of a year. It is envisaged that it will involve 5 days a month on average over the year, making 60 days in total. Working arrangements will be agreed with the Chairman.

The Trust does not have an office, so the ability to work effectively from home is important. Three of the current Trustees live in or near Leamington Spa where some of the Trust's work is based but, wherever the Director is located, some travelling will be involved for which reasonable out-of-pocket expenses will be reimbursed.