

Reach Trustee Opportunity Registration Form

89 Albert Embankment London SE1 7TP

Tel: 020 7582 6543 e-mail: mail@reachskills.org.uk

Registered Charity Number 278837

Voluntary organisation details

Details of organisation	Details of contact person for job
Name of organisation CPRE Norfolk	Name of person James Frost
Address Cardinal House 86 St Benedict's Street Norwich	Position in organisation Director
Postcode NR2 4AB	Address – if different from organisation
Telephone 01603 761660	Postcode
Fax	Telephone
e-mail jamesf@cprenorfolk.org.uk	Fax
website www.cprenorfolk.org.uk	e-mail
	Alternative telephone number or mobile

Organisation's scope

National or local Local	Number of paid staff 3	Number of volunteers 50+
Year established 1933	Registered charity no. (if applicable) 210706	
Approximate annual turnover 70,000		
Objectives of organisation – Key points		
<p>The Norfolk branch of the Campaign to Protect Rural England (CPRE Norfolk) exists to promote the beauty, tranquillity and diversity of rural Norfolk. As an independent voice for the landscape, we engage with local and regional planning systems to ensure that our views are heard by decision makers. Alongside, we organise awards, tours, walks and talks to further appreciation of the countryside and highlight best practice.</p>		
Main activities of organisation and other relevant information.		
<ul style="list-style-type: none"> - Set up in 1933, we are one of the most established environmental groups in the county. - We have 1,500 members and supporters, made up of individuals, families, parish councils, local businesses and other conservation groups. - CPRE Norfolk is a voluntary organisation, with almost all our activities carried out by volunteers and supporters. We have 3 staff that work from a county office in Norwich. - We organise Norfolk's longest-running environmental awards scheme - the CPRE Norfolk Awards - to recognise best practice in landscape, building and education projects. - We run a Green Buildings Open Days event, every September, which arranges guided tours of eco-homes and energy efficient buildings in Norfolk for hundreds of visitors. - We have a dedicated team which monitors the planning system in Norfolk; responding to consultations, organising public meetings and speaking at planning hearings. - We actively campaign on litter and flytipping; organising litter picks, funding litter wardens in local areas and meeting with district councils. - We play a lead role in the management of the Norfolk Historic Buildings Trust, which has saved twenty historic buildings and monuments at risk. - Please see our website www.cprenorfolk.org.uk for more information. 		

Details of opportunity – One per form please

Trustee role title Honorary Secretary	Ideal start date asap
Location - where do meetings take place? Norwich	Postcode of location NR2 4AB

Summary – please use a **maximum** of 20 words. A clear and appealing summary of the role and purpose of your organisation is essential, as this is the first description of your opportunity that a registered volunteer will see.

Norfolk countryside charity requires new Honorary Secretary to join friendly, knowledgeable and committed team.

Role description and context: describe, in greater detail, the role you want the new trustee to play and any particular skills/qualifications or experience that you are looking for. Please also outline the key issues facing the organisation and current priorities of the board. Information about the board itself is also useful, e.g. numbers, strengths, skills gaps

One of the longest serving charities in Norfolk requires a new Honorary Secretary, following the retirement of the previous Honorary Secretary of 10 years. We are looking for someone who would:

- take minutes, and circulate minutes and agendas, for the charity's quarterly Trustee Meetings
- oversee the correct administration of our Annual General Meeting, ensuring that procedures are followed
- advise on good practice, statutory procedures and charity governance, as required
- act as a 'custodian' for the charity's governing documents and records, being the first point of contact for enquiries
- be sufficiently knowledgeable to answer questions from CPRE members on procedural matters

We are looking for an individual with experience, and preferably with qualifications, who can administrate meetings and advise staff and Trustees. That said, we are looking for someone with a light touch and a sense of humour who can ensure that the charity fulfils its constitutional requirements without overcomplicating things unnecessarily.

For information: a new Chairman was elected at our Annual General Meeting in 2010 and the charity has just moved offices to its own premises in the centre of Norwich. Funding is the biggest issue facing the organisation currently.

What are the frequency & timing (hour and day) of meetings? What further time commitment do you require?
There are 4 Trustee meetings per year and an Annual General Meeting, with administration required for each. Telephone/email contact as required - perhaps an hour or two a week.

If you want us to limit our search geographically, please state the main centres of population from which your volunteer could travel or the maximum distance you would consider.
East Anglia

We try to promote equal opportunities. If there are any access problems give details below. Please note that we do not accept arbitrary age limits for volunteers.
Limited capacity to support individuals with learning difficulties. Individual must be able to work from home and have own IT.

Has your organisation used Reach before? If yes - when? If no - how did you hear of us?
Yes - to recruit previous Chairman and Treasurer

Service selected (choose one):
 Managed service £75 + VAT on registration
 Premium service £125 + VAT on registration and £250 + VAT candidate introduction

On behalf of this organisation I confirm our agreement to :

- 1) Reimburse volunteers for agreed expenses incurred.
- 2) Allow Reach to post information on this form to the 'My Reach' area of its website, and to send it to selected volunteers.
- 3) Keep Reach informed of progress in filling the role.
- 4) Ensure no information about Reach volunteers is passed to another organisation, without their express consent.
- 5) Settle all invoices within 30 days of receipt

Please tick this box to signify acceptance of these terms

Name of form submitter James Frost
For (organisation name) CPRE Norfolk

Date 03.06.10