



Fundraising Trustee Job Description

About The Anglo Central American Society

The Anglo-Central American Society (ACAS) is a UK registered charity that seeks to promote and raise awareness about the Central American region in the United Kingdom and raises money for NGOs in Central America for the benefit of children, the disabled or the elderly.

The Society was established in 1982 as the Anglo-Costa Rican Society. In 1988, as the result of closer links between the countries of the region, the Society decided to extend its aims to include all Central American countries, with Guatemala, El Salvador, Honduras, Nicaragua joining that year. Panama joined in 1991, Belize was included in 2000 and the Dominican Republic was added in 2012.

The ACAS Board of Trustees is currently made up of seven volunteers with close ties to the region who, from their experiences of living, travelling and working in Central America, are passionate about supporting charitable work in the region and sharing Central American culture, traditions and history with people in the UK.

Duties and Responsibilities

Summary

- To bring fundraising ideas and expertise and a fresh perspective to fundraising plans and strategy
- To take the lead in the planning and delivery of fundraising activities
- To support the governance of the Society ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up, as a joint responsibility with the other Board members
- To decide jointly on the allocation of grants to appropriate organisations and to take steps to ensure grants are spent in accordance with what was approved by ACAS

Job description

- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways
- A good understanding of fundraising, an ability to monitor progress and take the lead in the design and implementation of a fundraising strategy
- Contributing knowledge of fundraising techniques and strategies
- Carry out risk assessment at every fundraising stage, especially when considering new or ambitious fundraising strategies
- Network on behalf of the charity to solicit funds on a peer to peer basis
- Encourage an entrepreneurial fundraising culture and assess the cost benefit ratio of each planned type of fundraising
- To attend committee meetings (held in London) and to read papers in advance of meetings
- To declare any conflict of interest while carrying out the duties of a trustee
- To abide by the equal opportunities policy
- To use any specific knowledge or experience they have to help the board of trustees reach sound decisions
- To participate in other tasks as they arise from time to time, such as supporting event planning and logistics or helping with fundraising
- To keep informed about the activities of the organisation
- In collaboration with the other members of the board:
 - To ensure that ACAS complies with its governing document, charity law, and other relevant legislation or regulations
 - To ensure that ACAS pursues its objectives as defined in its governing document and applies its resources solely in pursuance of its objectives



- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation and appropriate investment of the organisation's funds
- To be collectively responsible for the actions of the organisation and its trustees

Person Specification

Essential

- Sufficient fundraising/income-generation knowledge and/or business development background or having run a business
- An understanding of the challenges facing small volunteer-run UK charities in maximising income streams & donor cultivation
- Excellent networking skills, influencing and communication skills
- Knowledge about Central America and a passion for the region, obtained either by travelling, living or working in the region
- A commitment to the organisation and its objectives
- Strategic vision
- An ability to work effectively as a member of a team
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Good, independent judgment
- An ability to think creatively

Desirable

- Knowledge of Spanish
- Links with Central American communities in the UK
- Experience of diverse fundraising practices, including corporate and philanthropic giving would be valuable
- Knowledge of digital or social media
- Knowledge of the voluntary sector
- An understanding of the Code of Fundraising Practice

Salary & Benefits

- This is a voluntary position, however, some of the benefits of this role include: experience at trustee level, networking opportunities with Central American Ambassadors and the Central American communities in London, gaining insights into the region, and making a difference to the lives of vulnerable populations in Central America.

Time Commitment

- How much time you dedicate to ACAS is flexible, but you will be required to commit to a minimum of one day every month. In addition, there are between six and eight Board meetings and two to three events a year. Trustees are appointed for one year, renewable at the AGM by approbation of the meeting.

How to apply

To apply please send a CV and covering letter (maximum 1 page) to anglocasociety@gmail.com stating why you would like to be a trustee of the Anglo Central American Society and what skills and experience you would bring to the role.

Deadline for applications: before the end of the day on **Sunday 25th June**