



**Are you interested in
becoming a Trustee?**

TRUSTEES INFORMATION PACK



www.clear-sky.org.uk | Tel 01865 362789 | info@clear-sky.org.uk

Hello

Thank you for your interest in becoming a Clear Sky Children's Charity Trustee.

This pack provides you with information about Clear Sky Children's Charity and the role of a trustee.

We are looking for individuals to join our board to support our valuable work and become a Clear Sky champion!

Please read on to find out more!

Thank you

The Clear Sky Team

**We believe in the
Power of Play
to transform young lives**



About us

- Formed in 2010, Clear Sky are a leading provider of Play and Creative Arts Therapy. We work with schools across Oxfordshire and the surrounding counties providing valuable support for children.
- We also provide support for families and training for school staff and other professionals.
- We are dedicated to providing children with age appropriate and creative support at the time when they are still learning about life through their experiences, and working out how to become the best version of themselves.
- Our online learning platform 'The Institute for Play and Attachment' has members across the UK and beyond.



A message from our Charity Director



Clear Sky's Trustee board provides invaluable support to our executive team, especially in the challenging economic climate that we are currently working in. Our very small team work tremendously hard to utilise every resource available for the benefit of children and families across Oxfordshire and beyond. We are fortunate to have a supportive board of Trustees who provide the additional specialist support and direction that enhances the core structure of the charity, and we look forward to working collaboratively with new Trustees who can add further support to our specific aims and objectives.

For an informal discussion about Clear Sky's work, please feel free to contact me at: anna@clear-sky.org.uk

Anna Hodgson
Captain of Clear Sky

What we are looking for in a trustee

We are a charity whose aim is to help children through the power of play, and to ensure that those helping these children in need are given the right tools for the job. As with all charities our operating environment is challenging, with services facing financial pressures whilst the need is ever increasing.

We are looking for people to join our team of 5 trustees - and are especially interested in hearing from candidates with a background or knowledge in:

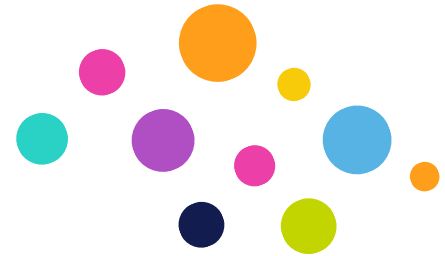
- Fundraising/marketing
- Equality, diversity and inclusion
- Children's services
- Third Sector Governance

We are a truly unique charity, with people who care deeply about what they do. If you believe you have the experience and qualities we are looking for we would love to hear from you.

Elizabeth Burnell
Chair of Trustees



Trustees' Responsibilities



Working with the Charity Director to:

- Ensure the charity pursues its objective as defined in the governing documents.
- Ensure the charity accounts for its activities to its funders, Charity Regulators and the local community.
- Ensure the charity applies its resources exclusively in pursuance of its objectives.
- Ensure the financial stability of the charity.
- Ensure that proper accounting records are kept.
- Ensure the proper investment of the charity's funds.
- Ensure that the major risks to which the charity is exposed are reviewed regularly and managed.
- Ensure the effective administration of the charity.
- Approve the charity's policies.
- Ensure the charity fulfils its responsibilities as a good employer and effective manager of staff, contractors and volunteers.
- Ensure the charity is adequately insured.
- Protect and manage the property of the charity.
- Safeguard the good name and ethos of Clear Sky.

As a Trustee we ask you to commit to:

- Attending Trustee Board meetings at least 4 times (quarterly) per year.
- Playing an active part in the Trustees' meetings and discussions.
- Joining one (or more) sub-committees to help support the work of the charity as required.
- Carrying out the role of Trustee, supporting our vision, helping to guide our strategic direction, and to be an ambassador of Clear Sky.
- Representing the charity as required to help raise the profile and increase networking opportunities.
- Using your best abilities to help with fund raising.
- Upholding the responsibilities of a Trustee (see page 5).
- Using your own skills, knowledge and experience to help the Trustees reach sound decisions.



Additions to the role



- Trustees are invited to join events that Clear Sky run, such as strategy days, training sessions and social events.
- Trustees are encouraged to attend events and fundraising opportunities to support the charity.
- All Trustee appointments are subject to Governance checks and registration of details with the Charity Commission.
- The role of trustee is a voluntary role. However, out of pocket expenses are covered.
- Trustees taking on the role of Chair or Finance Director are expected to commit to a fixed term of 3 years, with an opportunity to renew for a further fixed period by mutual agreement.
- Trustees are expected to give the charity a minimum of 3 months notice of their decision to resign as Trustee.

How to apply

✉ Clear Sky Children's Charity
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Little Wittenham
Oxfordshire
OX14 4RA

✉ info@clear-sky.org.uk

☎ 01865 362789

🌐 www.clear-sky.org.uk



If you would like more information
and to talk about the role of a
Trustee please email us or give
us a call

We would love to hear from you!

We are a
mindful team

We let every
child shine

We create
safe spaces

We are
playful

We never,
ever give up