FHT Trustee Overview/Awareness Roles - Notes

Map Outline

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| From OSCR Website - **Constitutional Form**: SCIO (Scottish Charitable Incorporated Organisation) and constitution last updated 28th April 2016. **Geographical area of operation**: A specific local point, community or neighbourhood with Main Operating Location: Findhorn, Moray. **Purposes**: The advancement of education, The advancement of citizenship or community development, The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended, The advancement of environmental protection or improvement **Beneficiaries:** Children / young people, Older people, People with disabilities or health problems, No specific group, or for the benefit of the community plus other charities / voluntary bodies. **Activities:** It carries out activities or services itself **Objectives:** 4.1 The advancement of environmental protection and improvement with particular reference to the habitats of the Findhorn peninsula, Moray, Scotland. 4.2 The advancement of education of the local community and wider public especially related to the outdoor and environmental opportunities provided by the Findhorn peninsula habitats and environs. 4.3 The advancement of community development by encouraging community cooperation, development and resilience through activities related to land on the Findhorn peninsula and its management. 4.4 The provision of recreational facilities and activities with the object of improving the conditions of life for local people and others in West Moray and beyond |
| **1 Finance**  Role held by the Treasurer. *With the board:* takes lead on annual budget. Annual financial return prepared with accountant for board approval. *Authority to carry out:* Book keeping, monthly reporting, cash flow, timely and accurate payment of invoices |
| **1.1** Annual budget |
| **1.2** Book keeping |
| **1.3** Monthly reporting |
| **1.4** Annual financial returns |
| **1.5** Cash flow & reserves |
| **2 Fundraising**  *With the Board:* Decide which projects have priority out of the 5yr plan. *Authority to carry out:* Ensure case for support is developed, Revenue comes from: Grants Donors - living and legacy, Land rental - pony field, events, Green burial Christmas trees. Identify funding support for specific projects developed out of the 5yr management plan. Nurture donor relationship and legacy funds |
| **2.1** Case for Support |
| **2.2** Developing Fundraising Campaign/s |
| **2.2.1** Identify funding opportunities - related to specific projects |
| **2.3** Donor Relationships |
| **2.3.1** Legacy |
| **3 Legal**  *With Board:* Ratify agreements. Report to board on any changes with contaminated land Notify changes in any area. *Authority to carry out:* Prepare all OSCR requirements including: Annual returns, Directors registration, Constitutional amendments, H&S: Risk assessment - tractor and tools. Can produce draft agreements with client organisation. Monitor use of contaminated land to ensure FHT within legal requirements ensuring surface layer is not disturbed. Researches appropriate policies for FHT - for example booking policy or volunteer complaint procedure etc - check with tsiMoray for examples. Ensure insurance policies are up to date and value for money. |
| **3.1** Constitution |
| **3.1.1** Updating |
| **3.2** OSCR  Trust compliance - following aims and objectives Up to date membership and trustees list |
| **3.2.1** Annual returns |
| **3.2.2** Director registration |
| **3.2.3** Communication |
| **3.3** Management Agreements & Contracts  Agreements with : Findhorn Foundation and Duneland Limited. Sets out how FHT and FF, Duneland work together. Agreement with Findhorn Wind Park - Track maintenance, gorse maintenance, Chain saw operators agreement, Findhorn Dunes Trust agreements, Findhorn Foundation Land Manager Agreement, Green Burial agreement with Will Russell + Website - project based with Mark Anderson |
| **3.4** Contaminated land |
| **3.5** Policies |
| **3.5.1** Health & Safety |
| **3.6** Insurance |
| **3.6.1** NatureSave - Chainsaws |
| **3.6.2** TCV - Public liability  Covers Volunteers using tools Moving vehicles |
| **4** **Communications**  *With Board:* Branding & Logo (done). H*as authority to* carry out: the media plan. Takes lead on editorial calendar Website admin & content up to date |
| **4.1** Branding & Logo |
| **4.2** Website admin |
| **4.3** Website content |
| **4.4** Media Plan |
| **5 I.T.**  *With the Board:* Report to board on I.T. changes. *Authority to carry out:* Ensure up-to-date website architecture and content Google Drive Folders: All trustees are responsible for the specific folder area they are holding. Email addresses - ensure new or departing Trustees email addresses are amended. Keep members of group email list up to date, Ensure Excel membership database is up dated monthly and membership numbers reported at Trustees meetings. Maintains all online passwords - including website, group email list, Google Apps account Authority for other trustees: Trustees can provide website content directly to the Webmaster however I.T. coordinator should be cc'd in requests. |
| **5.1** Database Management |
| **5.1.1** Members |
| **5.1.2** 3rd Party Groups / Organisations  Heritage Lottery Fund Database from 2016 consultation. |
| **5.2** @findhornhinterland emaill addresses & group list |
| **5.3** Website |
| **5.3.1** Website Architecture  Mark Anderson |
| **5.3.2** Webmaster  Shanti Coodee All content for website is sent to Webmaster. |
| **5.4** Google Apps |
| **5.4.1** Google Calendar - set-up/maintain  Public calendar embedded on website Private booking calendar - can be updated and maintained by Land Manager and Events Trustee and other Trustees can view. |
| **5.4.2** Google Drive Folders  Tech: Mark Anderson |
| **6** **Community Development** ? or is this inherent in the above? |
| **7** **Conservation/Land Management**  *With the Board:* Ensuring land management activities fit with FHT purpose and 5yr plan. Au*thority to carry out:* Liaise with individuals managing each aspect of the land management and report to the board. Overview of Land Manager's work - setting up annual maintenance pattern and priorities. |
| **7.1** Land Management Programme |
| **7.2** Areas of Activity |
| **7.2.1** Green Burial  Will Russell & Management committee - currently Jonathan, Judith, Fay, Cornelia, John W. |
| **7.2.2** Lichen Beds  Heather Paul & Sean Reed |
| **7.2.3** Edible Woodland Garden  Ariane |
| **7.2.4** Ponds  Jonathan C. |
| **7.2.5** Bees  John W. and Jonathan C. |
| **7.2.6** Nest boxes  Marilyn G. & Helen W. |
| **7.2.7** Woodland Management  Jonathan & Kajedo |
| **7.2.8** Pony field & pony management  Kathryn Kusa & Esther K. |
| **7.2.9** Tools  Kajedo & George Paul |
| **7.2.10** Tractor  Derek Simpson |
| **7.2.11** Firewood  Alain Barrere |
| **7.2.12** Bookings for Camping, shelter, groups  Kajedo |
| **7.2.13** Monthly Saturday Work party  Kajedo |
| **8** **Recreation/Events**  *With the Board:* Prepare events plan. Authority to carry out: With Land Manager - coordinate use of land |
| **8.1** Google calendar - public |
| **8.2** Weddings |
| **8.3** Burials |
| **8.4** Overview of new events |
| **8.5** Coordinating and monitoring activities |
| **8.6** Parties |
| **8.7** Orienteering |
| **8.8** Woodland camps |
| **9** **Education**  *With the Board:* Brings Educational information to board meetings *Authority to carry out:* Liaising with groups Expand and promote educational offerings |
| **9.1** Groups & Volunteers |
| **9.1.1** FF Groups |
| **9.1.2** FFC Groups |
| **9.1.3** Training  Bee keeping Land management How to give tours Tool use Tractor use Trustees Volunteers First aid |
| **9.1.4** School groups |
| **9.1.5** Wild Things |
| **9.2** Offerings |
| **9.2.1** Tours |
| **9.2.2** Walks & Talks |
| **10** **Projects**  *With the Board:* Determine project priorities. *Authority to carry out:* First point of contact for new projects. Champion annual review/revisions of 5 year management plan with board recommendations. First point of contact for groups and volunteers - and coordinates with appropriate |
| **10.1** 5 year management plan  Objectives, activities and timeline. |
| **10.2** Overview of new projects  Awareness of how projects are progressing. |