

Kew Neighbourhood Association Trustee Role Description

Kew Neighbourhood Association (KNA, Charity no. 1034340) was established in Kew in 1977 by local residents.

KNA's charitable objectives are the provision of services and facilities for people in Kew who are housebound or have mobility difficulties, without regard to race, sex, politics, religion, etc. KNA has a committee of Trustees, including a Chair and Treasurer, and is administered by a part-time salaried Co-ordinator from a small office in St Luke's House, Sandycombe Road.

KNA also employs a part-time Companionship Co-ordinator to oversee KNA's Companionship programme of activities, following from the report of consultant-led research in 2015 into Loneliness & Isolation in Kew (based on the findings of interviews done by KNA volunteers), which suggested there is a substantial need for more contact with Kew's elderly and isolated residents, and that there are more ways of achieving this than just home visits.

KNA is funded principally by grants from other charities, from Richmond Council and by donations and fundraising events.

KNA's current activities are:

- the provision of lifts by volunteer drivers in their own cars to those needing transport to medical appointments (e.g., GP or hospital) and to day centres, etc. (mainly the Avenue Club in Kew);
- providing volunteer companionship to isolated residents by periodic visits in their homes, accompanying them for local walks and to local cafes, cinema, theatre, cricket, etc.;
- assisting those in need of help with shopping and some light gardening;
- an annual tea party for clients and thank you party for KNA's Volunteers.

Statistics

KNA has some 190 clients, 70 volunteer drivers, and 20 companionship volunteers. In 2017-18, over 2,300 driving jobs were carried out and over 750 companionship visits.

KNA had income of c£35,000 in its last reported financial year (to August 2017) and expenditure of c£31,000. It had assets of c£79,000 at that date.

Plans for the future

In 2018, KNA finalised re-branding marketing materials and changing its website www.kna.org.uk, using funding from the Council's Village Fund and a variety of local sources. A series of short films were produced to help KNA 'tell its stories' more proactively by engaging with volunteers and clients to record their experiences of helping and being helped by KNA. The purpose of these initiatives is to raise KNA's

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profile to address the very real issue that KNA's driving volunteers have a median age of 70 - KNA urgently needs a succession plan to recruit younger volunteers. Following an internal review, the Trustees are also in the process of updating KNA's governance and procedures, and are looking for people who are prepared to assist in realising KNA's vision.

Purpose:

KNA's Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's objectives in accordance with its constitution, legal and regulatory guidelines.

Key Skills

- We welcome applications from individuals with an interest in helping those needing support in our community to maintain their independence, including those with a particular interest in healthcare;
- Experience or contacts in the voluntary sector in Richmond, and in relevant parts of Richmond Council would be helpful.

Commitment

- We are looking for trustees who are prepared to do more than simply attend committee meetings (four times per year, usually on a Monday or Wednesday evening) and our AGM in early February;
- The term of office for each Trustee is an initial two years, with annual re-election up to a maximum of six;
- Trustees receive no remuneration for their trustee duties; we can reimburse reasonable out-of-pocket expenses incurred in the course of carrying out duties in line with our Volunteer Expenses Policy.

Trustee Responsibilities

- Oversee the charity's mission statement and review the Co-ordinators' performance in achieving it;
- Review and approve the charity's financial condition and goals;
- Annually review and approve the charity's budget;
- Approve major policies;
- Ensure management succession is properly provided;
- Ensure organisational strength and staffing are equal to the requirements of the long-range goals;
- Approve appropriate salaries, terms and conditions of service for staff;
- Put forward names of prospective trustees and fill vacancies as needed;
- Provide candid and constructive criticism and advice;
- Approve major actions of the organisation, such as expenditure on all items over authorised limits and changes in activities and services;
- Appoint independent auditors subject to approval by members;
- Review compliance with relevant laws and policies affecting the organisation.

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Prospective Trustees should contact:

- the KNA Chair, Andrew Brown on 020 8948 1340 / 0771 319 4511 / wonderbrawn@blueyonder.co.uk ; or
- the KNA Co-ordinator, Abi Palmer on 07951 293319 / mail@kna.org.uk

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