



Committee Work in the Harrogate Area

June 2010

Every charity or voluntary organisation is managed by a board of management made up entirely of volunteers. Without these committees organisations cannot function, so becoming a trustee is a vital contribution to the well being of our local community. Most organisations welcome new members onto their committees especially from people with a special interest in the work of their organisation or with specific skills such as financial, legal, secretarial, etc. The amount of work you do as a member of a committee will vary with the organisation. Most require you to attend a number of meetings each year including an AGM – this may be as few as three or four, or could be monthly – and in many cases you will have the opportunity to get involved in some hands on activity with the organisation as well.

Age Concern Knaresborough & District

Contact: Conrad Plowman Tel: 01423 862958

Organisational purpose

Age Concern Knaresborough provides community services to help elderly people in Knaresborough and the surrounding district.

Trustees wanted

As a trustee you will be a member of a dynamic and forward-looking board of trustees in an organisation with a high reputation for good governance and management. You will be encouraged to take a particular interest in an aspect of the organisation commensurate with your qualifications and experience.

The board normally meets on Thursday afternoons at Cliff House in Knaresborough, 4 times per year. Further commitments are at your own decision.

Age Concern North Yorkshire

Contact: Alex Bird Tel: 01423 502253

Organisational purpose

Providing direct services and support for older people in the local area, including information and advice, rehabilitation, telephone befriending, gentle exercise and ageing-well activities.

Trustees wanted

Age Concern North Yorkshire has merged with Age Concern Ripon so we have a number of exciting developments and changes. We are seeking new Board members, and specifically a Treasurer. With the growing numbers of older people we need to ensure their needs and concerns are heard and acted upon. We are developing our strategic plan and actioning the key points in respect of services and infrastructure. Coupled with our strategic work and links to our sister Age Concern Groups across the county there are plenty of areas of work for our Trustees to become involved in.

The Treasurer's role is to provide advice, assistance and information to the Trustees on their financial stewardship responsibilities and support to the Chief Officer and staff.

The Board meet every two months usually on a weekday afternoon either in Harrogate or York.

Trustees are supported in their role through the Age Concern Trustee Support Initiative in the Yorkshire and Humber Region.

Almscliffe Village Hall, Huby

Contact: Kevin Clark Tel: 01423 734370

Trustees wanted

The Village Hall Committee at Almscliffe are in need of help with developing their employment systems for the one paid staff member. The Committee meet four times per year and once systems are in place the HR management would be small.

Arthritis Care – Harrogate Branch

Contact: Gill Laidler Tel. 01924 882 150

Arthritis Care offers support and information to people with arthritis across the UK. We are looking for new committee members to run the Arthritis Care group in central Harrogate.

Bright Horizons Community Training

Contact: Rob Binks Tel: 01423 797093

Organisational Purpose

Bright Horizons Community Training is a community organisation for people with mental health issues and their carers and our mission is to help disadvantaged people to achieve their personal objectives, fulfil their potential and achieve their goals

Trustees Wanted to support the organisation in it's governance. Committee meetings Monday 2pm once per month.

British Heart Foundation – Harrogate Branch

Contact: Philip Morris Tel: 01423 879143

Organisational purpose

To raise funds for research and treatment of heart disease and to make people aware that heart disease is still the UK's No.1 killer. To fund as many Lifesaving Defibrillators in the Harrogate District as possible - over 30 to date.

Trustees wanted

As well as actively supporting the fundraising work we do - from shaking tins to helping with sales and events – committee members plan our activities. We meet probably three times a year, and our members come from a wide cross-section of society and are an easy going but dedicated band of people. We pride ourselves on being one of the most successful BHF groups in the UK raising over £50,000 per annum. Please join us and ensure that we continue to do this important work. If you don't wish to join our committee but would like to help with our fundraising activities nonetheless, we'd still be glad to hear from you.

Fairfax & Knaresborough Community Centres

Contact: Garry Atkins Tel: 01423 883614

Organisational purpose

Providing a local community centre.

Trustees wanted

Both community centres require keen and enthusiastic new members for their management committees. Members of the Fairfax committee need to be residents in or near the Knaresborough Road estate or be a user of the centre. Members of the Knaresborough committee can live anywhere in Knaresborough

Members attend at least 4 meetings a year and any relevant training events. They will plan, co-ordinate and support community events and actively participate in the centres activities.

Knarborough Community Centre is seeking a secretary and a treasurer – the secretary will make arrangements for meetings, draw up agendas, take minutes and deal with correspondence in relation to the committee. And the treasurer will keep the accounts up to date, keep records of income and expenditure and bank all income. Also monitor expenditure, help seek funding, produce financial statements etc.

The Guide Dogs for the Blind Association

Contact: Brian Cossavella Tel: 01642 670170

Organisational purpose

Guide Dogs mission is to provide guide dogs and other rehabilitation services that meet the needs of blind and partially sighted people. Guide Dogs want a world in which all people who are blind and partially sighted enjoy the same rights, opportunities and responsibilities as everyone else.

Trustees wanted

Harrogate Fundraising Branch Chair - To act as a 'key' branch contact for Guide Dogs and volunteers in the area, and to ensure that the branch works within Guide Dogs Policies and Procedures when undertaking fundraising activities on our behalf. Chair meetings and organise dates, agendas and action in conjunction with rest of branch committee.

Volunteers can be flexible but needs to make meetings. We prefer longer commitment but 6-12 months is a realistic minimum. Chair meetings and organise dates, agendas and action in conjunction with rest of branch committee.

Harrogate Alcohol and Drugs Agency (HADA)

Contact: Richard Cyster Tel: 0113 289 3984

Organisational purpose

HADA is Harrogate's local Drug & Alcohol Agency, funded by statutory bodies and staffed by paid professionals. HADA is dedicated to providing non-judgmental services for individuals in the Harrogate District who are experiencing problems as a result of their own or someone else's drug and/or alcohol use.

Trustees wanted

HADA is looking for additional Trustees to join the Management Committee, specifically a Treasurer.

The Treasurer would work closely with the HADA Director and Administration Manager to prepare forward budgets and quarterly accounts for the Agency. You would take the lead responsibility for ensuring that appropriate annual financial reports are made both to the Charity Commission and to Companies House. You will also be responsible for assisting the Management Committee in ensuring due governance in the discharge of public funds.

The Treasurer will prepare accounts for six Committee Meetings per year which are held in the early evening.

HADA are also glad to hear from anyone who is interested in joining the committee, a non-executive body which oversees the running of the Agency, in any other capacity.

Committee meetings are bi-monthly at 5.30pm on Wednesdays but advice may be needed by the Director occasionally. A commitment of 1 - 2 hours per month. The service is expanding and we are providing services in Ripon.

As a member of the committee you would be helping the provision of services to those who have problems, their families and friends, and also ensuring that public money is spent correctly and wisely.

Harrogate Civic Society

Contact: Mike Burke mkburke@talktalk.net
Secretary needed

Harrogate & District Sea Cadet Unit (T.S. Cleopatra)

Contact: Paul Wearmouth Tel: 01943 830799

Organisational purpose

The Sea Cadet organisation aims to encourage valuable personal attributes and high standards of conduct in young people, using a nautical theme based on the customs of the Royal Navy. It introduces cadets to an organised, disciplined and stimulating environment where they can learn new skills and progress towards good citizenship.

Trustees wanted

Member of the Unit Management Committee (UMC) - the well used Sea Cadet phrase of "Serious Fun" describes exactly what you can share in with the Sea Cadets. There is an abundance of exciting, challenging and, above all worthwhile, activities to enjoy with committed and enthusiastic youngsters. In addition to you joining in, the UMC ensures that all this can happen in a practical manner.

The UMC of which you will be part is a diverse and rewarding role touching upon all the managerial and organisation aspects of running a small business with its elements of finance, fund raising, property management, facilities management, staffing, health and safety, public relations and Charity Trusteeship.

Being a member of the UMC gives you the ideal opportunity to explore your potential for management planning, decision making, and achieving results within a structured organisation.

Harrogate & District Society for the Blind

Contact Anne Worden Tel: 01423 565915

Organisational Purpose

The Society aims to respond appropriately to the needs of visually impaired people in Harrogate & District. In particular, to provide and maintain a centre for social meetings and handicraft training for visually impaired people, entertainments, travel and holiday facilities and recreational health safety or occupational requisites to visually impaired people or their dependants.

Trustees wanted

The members of the management committee of the Society are all Trustees. It is this committee which helps run the society. It is a responsible position and for anyone with a proactive approach to life can be very rewarding.

Secretarial, financial and organisational skills would be very welcome, as would a fund raising and grant application background.

4 evening meetings per year (2.5 hours duration), plus any other time the volunteer is willing to give.

Harrogate Hospital and Community Friends

Contact: Andrew Wilkinson Tel 01423 501513 or e-mail atbw@btinternet.com

Organisational purpose

The Friends are an independent local charity that supports patients and staff at the District Hospital and in the community. A bridge between health care staff and the community they serve. They raise money to fund items which the Trust can't find immediately, or at all - on average they raise about £50k a year. The recent purchase of a new MRI scanner has been a major project, but they also provide smaller pieces of equipment (such as a Cardiac Monitor), and carry out things like the conversion of what had been a disused courtyard in the hospital into a garden for patients and staff.

Trustees wanted

The Hospital Friends welcome new members. We meet ten times a year, normally a Wednesday or Thursday evening at the hospital plus an AGM in late March/ early April also a Thursday evening in the hospital. We would also anticipate members to help/ attend some of our events as they wish. There are up to 20 a year. We would expect a committee/ trustee member to attend most meetings but not all events - say 7 evenings a year plus 5 or 6 events ranging from an hour rattling a tin to 4 hours for a concert or coffee morning.

Honorary Secretary We are particularly in need of someone to take on this role, to prepare the agenda, take, write up and distribute minutes, and other secretarial tasks as necessary.

Harrogate & Knaresborough Toy Library

Contact Carol Spencer Tel: 01423 568 344

The Toy Library provides toys, information, and resources to loan to carers, families, play groups, nurseries, childminders, special needs groups etc. They are seeking additional members for their Committee – particularly people with administrative and/or financial skills, or who can provide IT support and advice. There is one paid worker for the Toy Libraries and the Management Committee is vital to the effective provision of this service. The Committee meets four times a year in the evenings, but it is helpful if members of the committee are also able to attend occasional you library sessions.

Independent Domestic Abuse service (+ Womens Aid)

Contact Sarah Hill Tel: 01904 646026

Organisational purpose

To provide advice, information, support and accommodation to those experiencing domestic abuse.

Trustees wanted

IDAS is a growing organisation that aims to meet the needs of all those experiencing domestic abuse, including male victims. We work across York, Hambleton and Richmondshire. Due to our expansion we require professional and committed people to join our Board of Trustees. Can you spare a few hours a month to be part of a dynamic and growing organisation? Management or financial skills would be useful but we are looking for enthusiasm and commitment above all else. Meetings are in York the evening, once a month for approximately five hours.

Little Red Bus

Contact: Lynne Costelloe Tel: 01423 724550 / 526655

Organisational purpose

Providing transport opportunities which enable people in the Harrogate District to live as normal a life as possible, especially those who are elderly, frail, disabled, in need of care, or socially isolated.

Trustees wanted

We currently run a friendly and efficient board of 12 Trustees. The full board meets twice a year and we would like to add an additional Trustee who has HR experience or Employment Law knowledge. You would be working with a small sub-group including one or two Trustees and the company HR adviser to comment and advise on HR policies and issues as we are currently trying to improve our standard of HR management as part of our mission to be a 'Flag Ship' for other partner Community Transport organisations. Most of the work may be done by telephone and E-mail as convenient with occasional meetings at our offices during the day or in the evenings as preferred. There are two full committee meetings per year with possible bi-monthly HR sub-group meetings.

Mother's Union

Contact: Anne Wilson

Tel: 0113 266 2823

Organisational purpose

Mothers' Union is a Christian organisation with more than 3.6 million members in over 78 countries worldwide. The backbone of Mothers' Union is its worldwide network of grassroots volunteers. Whatever their individual backgrounds, members are united in their commitment to supporting marriage and family life. They give their time to generously help others, whether by running local projects, supporting international campaigns, or fundraising.

Trustees wanted

The Leeds and Ripon Diocesan branch are currently seeking a new Treasurer to undertake book-keeping. The branch meet in Pannal and most of the work will be done via e-mail.

Orb Community Enterprise

Contact: Leon Fijalkowski Tel: 01423 202028

Organisational Purpose

Orb is a local charity, social enterprise and multi-media creative arts space, with two studios comprising sound recording, music production, IT + digital photography and arts activities.

Trustees wanted

We are actively seeking a volunteer Treasurer to join our committee and work alongside the board of trustees and management team. The Treasurer is responsible for ensuring charity finances are organized and managed effectively through our registered business account. This includes ensuring that all cash and cheques are deposited promptly; receipts issued for all money received and recorded; bills paid and recorded; handling the payroll and income tax for employees, helping to prepare and submit any statutory documents that are required by law (e.g, PAYE and NI returns, tax-returns, grant aid reports, arranged for statement of accounts to be audited). Further roles include the presentation of end of year report at our AGM and regular reporting to the committee and trustees on the charity's financial status.

RSPCA – Harrogate & District Branch

Contact: Claire Porter Tel: 07973 373892

Organisational Purpose

The Royal Society for the Prevention of Cruelty to Animals (RSPCA) aims to promote kindness and to prevent cruelty to animals. The RSPCA Harrogate & District Branch is self-funding and governed by local trustees. All monies raised go to help animals in the Harrogate, Wetherby, Knaresborough and Ripon districts. It complies with the Rules and Guidelines issued by the National Society of the RSPCA. The Branch relies on a small but dedicated team of volunteers to carry out vital animal welfare work and raise much needed funds to help the animals in the District.

Trustees wanted

We are looking for trustees to serve on the governing body of the RSPCA Harrogate & District Branch who are motivated and committed to animal welfare. The Board of Trustees is responsible for managing the affairs of the branch to promote and provide animal welfare within the branch. Committee meetings are held bi-monthly on a weekday evening. Additional commitments are ad hoc, including possible weekends.

St John Ambulance

Contact: Richard Haynes Tel: 01845 521916

Organisational Purpose

St John Ambulance volunteers provide First Aid, medical support and caring services to thousands of events annually as well as support of community needs and education, training and development for young people.

Training and Marketing Commissioner Wanted

Would you be able to ensure the preparation of strategic plans for all training and marketing and oversee their implementation and monitor their delivery? As a member of the Senior Management Team of five people you would be responsible for overseeing the training services to commercial clients, the public and members and also be responsible for marketing the Charity within the County. You would draw on a team of salaried and volunteer staff with professional, managerial and technical skills based in Thirsk and also from National Headquarters in London. You would be available for up to one day a fortnight and two evenings a month. You would be an experienced leader, manager and a team player who can inspire confidence, originate and develop effective policies and demonstrate a grasp of financial and statistical information. You would also be able to communicate well, have empathy with volunteers and have an understanding and willingness to share the ethos of St John Ambulance.

Supporting Older People

Contact: Judith Simpson Tel: 01423 531490

Organisational purpose

Supporting, befriending, and improving the quality of life for older members of the Harrogate community, who may be lonely or isolated, through a social visiting service, or outings.

Trustees wanted

Board member to be responsible to an organisation committed to care, support and enhancement of older people in Harrogate and District. Financial skills to help with funding would be welcomed so that the scheme can be moved forward.

Time Together

Contact: Heather McGuinness Tel: 0774 048 4519

Organisational purpose

Time Together provides a one-to-one specific service to people with a learning disability. We enable people to access services such as education, leisure, work and health appointments and to participate in community activities of their choice.

Trustees wanted

Are you a dynamic enthusiastic person who could help us to raise funds for our social fun group called 'Happy Mondays'? This is a group for people with learning disabilities who meet weekly to have a meal and an activity. We go to the cinema, bowling, quiz nights at Taylors Tea, treasure hunts, visits to the seaside, The Beautiful Octopus Club, weekend breaks to Centre Parcs etc. You would join our volunteer Board of Trustees and be supported by a trained social worker and the management team. You would come to the office to use the telephones and office space once a week and also attend a Board Meeting every two months.

York and North Yorkshire Community Foundation

Contact: Jan Norton Tel 01759 377400

Organisational purpose

YNYCF is an independent grant making trust managed by a Board of Trustees and registered as a charity. It is one of 66 such charities who are members of the Community Foundation Network operating across the UK. The foundation raises funds from the business sector, individuals and local, national and European government sources. It distributes these funds in the form of grants to community groups and charities in York and North Yorkshire. It supports projects that benefit

children, young people, disabled, elderly and disadvantaged as well as projects that develop artistic and cultural life.

Volunteer roles

Volunteer Assessors are required to visit grant applicants, discuss the grant application, complete a standard grant assessment form and return it to the office within agreed time scales. The Foundation's Grants Panel considers the assessment and makes decisions regarding grant awards. Assessors should have good communication skills, be active in the local community, be able to develop an understanding of the Foundation's aims, willing to attend occasional meetings and have an ability to undertake and report on visits. It would be desirable to have experience of assessing applications, a knowledge of the voluntary sector and of social policy.

York and North Yorkshire Playwork Assessment Centre

Contact: Michaela Shaw Tel 01904 499237

Organisational purpose

York & North Yorkshire Playwork Assessment Centre make high quality training and qualifications in Playwork and Early Years work accessible and affordable to the play and childcare workforce in all parts of the county, especially those areas where it is hard to access college-based training.

Trustees wanted

We are looking to recruit additional trustees from any part of North Yorkshire, but especially the northern and western districts where we are currently under-represented. As well as the range of management skills and experience needed by any voluntary organisation, we are looking for a commitment to children's play, childcare, and / or adult learning, especially for people who have previously experienced barriers to learning. Previous experience in one of these fields would be a bonus but is not essential: enthusiasm and commitment are the main requirements. Full induction will be provided.