



**Above is SCDA's HQ, Denton Island Community Centre, Newhaven**  
**Below is an activity from children in SCDA's Denton Island Nursery**



## SCDA's Youth Centre on Denton Island, Newhaven



# Trustee Information Pack

## Welcome message from the Chair

Thank you for your interest in Sussex Community Development Association (SCDA).

Since 1997 when SCDA was originally established as Newhaven Community Development Association, we have strived to address the often complex & multiple needs of people in our society & within our local communities. This means working to support people of all ages, backgrounds and abilities. People will often turn to SCDA, or are referred to us, because they need support with one issue. However, we all know that life and circumstances can be complex, with a problem in one area of someone's life often impacting other areas. SCDA's unique blend of services, projects and activities enables our team of staff to support people with a range of circumstances. Please see our website for the range of services and projects we provide.

In addition to supporting individuals we also work with community groups, providing them with the expertise and practical support to enable them to help themselves. And we run social enterprises which are effectively businesses with a social purpose.

SCDA employs approximately 90 people across all projects and in 2022/23 had an income of circa £6,000,000.

The role of Trustees is to ensure the organisation does what it was set up to do and is well run. Additionally, Trustees may have specific experience and expertise which the organisation will occasionally need. The Charity Commission website has more detail on the role of a Trustee. Please read this if you wish to apply to become a Trustee. We have also included a copy of the Role Profile within this pack.

In a recent Trustee skills audit, we identified that over the next 2 years we will have vacancies for Trustees with expertise in the following areas:

**Finance; HR; Commercial; social enterprises; Marketing; fundraising**

Thank you again for taking an interest in learning more about SCDA and we hope the following pages help you consider applying to become a Trustee of SCDA.

**John Cornish**  
**Chair**

## Governance structure

SCDA is a registered charity and a company limited by guarantee. This means that Trustees are also Company Directors, listed with Companies House.

The Board can have up to 12 Trustees.

The Board meets three times a year for full Board meetings, in addition to the AGM. Board meetings are generally held on Saturdays in March, July and November each year. Additionally, there are three sub committees which generally meet ahead of Board meetings but can often meet more frequently depending on whether matters require it. The three sub committees are:

Finance Sub Committee

Impact Sub Committee

HR and Governance Sub Committee

## Trustee role description

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. SCDA's constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing

advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort - this is currently 3 full Board meetings per year, plus attendance at nominated Subcommittees of the Board in advance of full Board meetings. There is also an annual Strategy Day where the Board and the management of the organisation work together to establish and agree appropriate strategic direction and or update the 3 year strategic plan as needed.
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## The application process

If you wish to apply to become a member of the Board, please complete and return the form below and return it to [amber@sussexcommunity.org.uk](mailto:amber@sussexcommunity.org.uk)

If you wish to discuss the role further please contact **Amber Upton (HR Director) on 01273 519140** or email [amber@sussexcommunity.org.uk](mailto:amber@sussexcommunity.org.uk) in the first instance.



**Basic Information Sheet for SCDA Board Members**

Full Name

Home Address

Telephone Number

Mobile Number

Email address

Date of Birth

**Biographical details**

Qualifications and professional  
body accreditations

Achievements

Work History

Voluntary Work	
Other Charities in which you are involved	
What do you feel you may bring to the governance of SCDA?	



**Above is an art activity by Newhaven's Young People and below is 2023's Christmas table set for the 'thank you event for volunteers'**



**Thank you for your interest in our organisation!**