



**Volunteer Centre Sutton**  
Market House, 216-220 High Street  
Sutton  
Surrey SM1 1NU

**Telephone:** 020 8661 5900  
**Email:** hello@vcsutton.org.uk

[www.vcsutton.org.uk](http://www.vcsutton.org.uk)

# Become a Trustee for Volunteer Centre Sutton

## About us

Volunteer Centre Sutton has been supporting people and communities within the London Borough of Sutton for nearly 60 years.

### Our Vision

Building better lives through volunteering.

### Our Mission

Harnessing the power of volunteering to strengthen communities and create positive change.

### Our Values

Inclusivity - Ensuring volunteering is open to everyone!

Agility - Responding to community need!

Supporting Change - Improving the community we live in!

At the heart of our work as a Volunteer Centre, we provide a [dedicated service to any organisation working with volunteers](#), advising them on all aspects of volunteer recruitment, retention, management and best practice. We are the [first port of call for local people who are interested in volunteering](#), showcasing the full range of opportunities in the London Borough of Sutton.

We also run several [in-house projects](#) involving volunteers and supporting residents, communities, adults and children and young people. [Take a look at our latest Impact Report.](#)



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau  
Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978



**Volunteer Centre Sutton**  
Market House, 216-220 High Street  
Sutton  
Surrey SM1 1NU

**Telephone:** 020 8661 5900  
**Email:** hello@vcsutton.org.uk

**www.vcsutton.org.uk**

## The role of a Trustee

In line with the Charity Commission, the six main duties of a Trustee are

- **Ensure the charity's purposes are for the public benefit:** Trustees should ensure the charity is carrying out its intended purposes.
- **Comply with the law and the charity's governing document:** Trustees should ensure the charity complies with the law and its governing document, and review the document to ensure it's up to date.
- **Act in the charity's best interests:** Trustees should make decisions that are in the charity's best interests.
- **Manage resources responsibly:** Trustees should act responsibly, reasonably, and honestly when managing the charity's resources.
- **Ensure the charity is accountable:** Trustees should ensure the charity complies with reporting and accounting requirements.
- **Act with reasonable care and skill:** Trustees should exercise reasonable care and skill, taking into account their own experience and knowledge.

[Watch this short video](#)

Please note that Trustee roles are unremunerated voluntary positions, although reasonable travel expenses will be paid.

## Who we are looking for

We are seeking committed and talented individuals who can bring their unique skills and experience and make a valuable contribution to the vital work of Volunteer Centre Sutton.

Volunteer Centre Sutton is committed to equality of opportunity, supports and encourages under-represented groups and values diversity. We seek people from a wide range of backgrounds, who will bring a fresh perspective to the Board and Volunteer Centre Sutton are keen for the Board to reflect the diversity of the communities that they work with and therefore welcome applications from all sections of the community.

We are particularly keen to receive applications with knowledge in the following areas that will strengthen our current trustee board:



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau  
Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978



**Volunteer Centre Sutton**  
Market House, 216-220 High Street  
Sutton  
Surrey SM1 1NU

**Telephone:** 020 8661 5900  
**Email:** hello@vcsutton.org.uk

[www.vcsutton.org.uk](http://www.vcsutton.org.uk)

- Those with experience of IT and digital security
- Marketing, public relations and communications
- Legal knowledge – charity law
- Under-represented ethnic minority groups

## Duties of a Volunteer Centre Sutton Trustee Board Member

- Ensure that VOLUNTEER CENTRE SUTTON complies with its governing document (constitution), charity law, company law and any other relevant legislation or regulations.
- Ensure that VOLUNTEER CENTRE SUTTON pursues its objects as defined in its governing document.
- Ensure VOLUNTEER CENTRE SUTTON applies its resources exclusively in pursuance of its objects.
- Contribute actively to the Board of Trustees by giving firm strategic direction to VOLUNTEER CENTRE SUTTON, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of VOLUNTEER CENTRE SUTTON.
- Ensure the financial stability of VOLUNTEER CENTRE SUTTON.

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives, utilising their expertise in Fundraising, IT, Marketing etc.

## Minimum time commitment

The term for Trustees is 3 years and they are able, if agreed, to undertake 3 terms. Trustees are expected to attend the majority of board meetings. Board meetings are held six times a year, with a mixture of virtual and face to face. Meetings last approximately two hours. Trustees may be asked to join one of two board committees, each of which meets bi-monthly for approximately two hours, during normal office hours, in Sutton. Currently these are held via virtual means.

- Trustees are invited to the occasional extra meeting such as the annual review meeting and fundraising, promotional events, including Mayoral or Councillor events.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau  
Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978



**Volunteer Centre Sutton**  
Market House, 216-220 High Street  
Sutton  
Surrey SM1 1NU

**Telephone:** 020 8661 5900  
**Email:** [hello@vcsutton.org.uk](mailto:hello@vcsutton.org.uk)

[www.vcsutton.org.uk](http://www.vcsutton.org.uk)

## Job description - Person specification

Each trustee must have:

- a commitment to the vision, mission and values of VOLUNTEER CENTRE SUTTON
- a willingness to meet the minimum time requirement
- integrity
- 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 and to take decisions for the good of VOLUNTEER CENTRE SUTTON

Please note, all Trustees are required to have a Disclosure and Barring Service (DBS) check and hold an up to date certificate. The DBS check will be arranged by Volunteer Centre Sutton

Contact CEO Anita Maullin for an initial discussion: 02086615900 or email [anitamaullin@vcsutton.org.uk](mailto:anitamaullin@vcsutton.org.uk)

## Trustee Recruitment Process

Our trustee recruitment process is designed to ensure potential candidates are well-informed and supported as they join our organisation. It begins with an informal chat with the CEO to discuss the role and answer any questions. Following this, selected candidates will attend an interview with a panel of current trustees where they can ask further questions related to being a trustee. If successful, we will request two references and require an enhanced DBS check for all new trustees.

Once onboarded, trustees receive a comprehensive induction and training, along with support to guide them in their role. This structured approach ensures every trustee is well-prepared and supported as they begin making a meaningful impact in our organisation.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau  
Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978