

# London Friend

*Supporting the lesbian, gay,  
bisexual & transgender community*

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## Fundraising & Publicity Rep Job Description

Some of the tasks below may be shared with the Book-keeper as agreed.

### Duties of Fundraising & Publicity Rep:

Cover two areas: those of a trustee and those specifically designated to a Publicity & Fundraising Rep.

#### Duties as a Trustee are to:

- Ensure London Friend complies with its governing documents, charity and company law, SORP and other relevant legislation and regulations.
- Ensure London Friend pursues its objects as defined in its governing document.
- Ensure London Friend applies its resources exclusively in pursuance of its objects.
- Give firm strategic direction to London Friend, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and ethos of London Friend.
- Ensure the effective and efficient administration of London Friend.
- Other Ad-hoc duties as agreed.

#### Duties as Publicity & Fundraising Rep are to:

- The fundraising & Publicity Group deals with following areas:  
  
Researches and writes Grant applications (in partnership with paid staff, MC and our Fundraising Consultant)  
Discusses and implements other forms of fundraising (in partnership with paid staff, MC and our Fundraising Consultant)  
Raises London Friend's profile amongst the LGBT community in London and beyond.  
Publicises London Friend's services in various media sources  
Prepares for Pride events  
Prepares and attends other Publicity events.  
Maintains and updates LF's web site
- Attend MC meetings as required to represent the views of the Publicity & Fundraising volunteers.

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- Establish a relationship with each MC member so that each individual has an opportunity to understand fully the key fundraising and publicity issues facing LF.
- Negotiate a publicity budget each financial year with the MC.
- Maintain and update the records for the publicity budget, ensuring that the treasurer and the rest of the MC are aware of any spending.
- Attend monthly Fundraising & Publicity meetings and feedback any issues that have been discussed at MC meetings.
- Share fundraising and publicity tasks with other members of the fundraising and publicity group.
- In partnership with the MC, Fundraising & Publicity Group and paid staff, contact with other organisations are made both within the voluntary sector and outside. This is done to increase LF's profile and possibly form partnerships in the future.
- Keep the MC informed about the progress being made by the Fundraising & Publicity Group
- Ensure that London Friend meets its obligations in relation to grant funders and that the systems are in place to monitor the requirements of the grant (in partnership with the MC and paid members of staff).