

## Trustee Recruitment Form

### 1. Name of Charity –

Daybreak Family Group Conferences (FGC)

### 2. Please write up to 200 words about your organisation, including its charitable purposes and its activities.

Registered in 1999, Daybreak is a charity whose foundations are in growing the practice of Family Group Conferences in the UK. From this, we have seen the positive impact that occurs when families and communities are empowered to take action when faced with challenging situations.

People and communities often feel disempowered - especially those whose lives are influenced by the systems around them. However, we know that people can take action to support each other and choose what action to take when given the right opportunity to have their voice heard.

This is why we believe in a world where families, people's wider social networks, and communities work together to make decisions and proactively solve the problems affecting their lives.

Now, utilising a range of solution-focused approaches and working alongside partner organisations and within the community, we bring people together to create opportunities for them to communicate, work together, and choose what actions to take, in order to move forward, be safe, and thrive.

Throughout our various programs, our work centres around the principles of voluntary participation, transparency and openness for all, advocacy for those who need it, and for our contribution to be facilitative *not* prescriptive.

### 3. What essential skills and experience are you looking for in a trustee?

- A commitment to Daybreak's goals and values.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind and constructively challenge current thinking and governance.
- Acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- An ability to work effectively as part of a team.
- An ability to evaluate and interpret management information and other data/evidence.

- Eagerness to learn.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The role is more focused on strategy than detail. You will offer crucial guidance and support to management in developing a growth strategy that will allow Daybreak to reach more people and touch more lives.

**4. Are you looking to fill a particular role on the trustee board – such as Treasurer or Secretary? Can you outline the key responsibilities?**

- Chairing the Audit Committee
- Ensuring that Daybreak's financial resources meet our present and future needs and that we have an appropriate reserves policy
- Upholding the proper accounting procedures and controls
- Liaising with the CEO and Finance Manager about financial matters
- Advising on the financial implications of our charity's strategic plans
- Ensuring that our charity has an appropriate investment policy
- Monitoring our organisation's investment activity to ensure that it is consistent with our policies, legal responsibilities, values, and objectives
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, such as the Charity Commission and/or the Registrar of Companies
- If external scrutiny is required, ensuring that the accounts are scrutinised in the necessary manner (independent examination or audit) and that any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Making a formal presentation of the accounts at the annual general meeting and highlighting any important points in a cogent and accessible way

**5. What is the approximate time commitment required – hours per month?**

2-4 hours per month

**6. Where and how frequently are trustee meetings held? Are they held in person or online?**

Held 4 times a year, 2 in person, 2 remote.

**7. Do you reimburse trustees for any expenses they incur when carrying out their duties?**

Yes

**8. Is there a closing date?**

15<sup>th</sup> Feb 2026

**9. Charity website address**

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

**10. Social media links**

<https://www.instagram.com/daybreakcharity/>

<https://www.facebook.com/daybreakcharity>

<https://www.linkedin.com/company/daybreak-family-group-conferences>

**11. Charity contact for further information.**

[headoffice@daybreakfgc.org.uk](mailto:headoffice@daybreakfgc.org.uk)

**02380 696644**