



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

11 June 2026

Report Title: Co-opted Development (Fundraising) Trustee Recruitment

Report of: CEO, Alexandra Park & Palace

Purpose: Background/confirmation of process

Local Government (Access to Information) Act 1985 - **N/A**

1. Purpose

- 1.1 To provide a background of approvals received thus far towards the recruitment of a Co-opted Development Trustee and to provide an update on next steps.

2. Recommendations

- 2.1 To note the revised role description which has been updated since 2022 to reflect the Charity's new Vision, Goals, Fundraising Strategy and Strategic Plan. Changes are detailed below and include the responsibility for the co-optee to chair a working group of volunteer advocates raising support and awareness of Alexandra Palace projects in relevant sectors.
- 2.2 To confirm approval from the Board to delegate recruitment and appointment of the Co-opted Development Trustee to the selection panel comprised of the Chair, Chief Executive and Head of Development.

3. Executive Summary

- 3.1 On the 4th October 2022 the Standards Committee recommended to Full Council approval for the Charitable Trust to increase the number of co-optees on the Board from three to six, to enable two youth trustees and an independent lead trustee for fundraising to be recruited. Full Council approved the recommendation on 13th February 2023.
- 3.2 Due to the development of the new Vision, Goals and Strategic Plan the decision was taken to hold on recruitment.
- 3.3 In regard to Youth Trustees there is still significant work for the organisation to undertake, including continuing to grow our Young Creatives Network, providing appropriate governance training and development as well as ensuring that we can achieve the best possible outcome for the charity and the young people who become Trustees.

3.4 Following the completion of the Fundraising Strategy and Strategic Plan the Charity can now recruit its first co-opted Development Trustee. The recruitment process will start in June with an expectation that, following due diligence, the panel's recommendation will be brought to the 30th July 2026 meeting. If approved, this will allow the new Co-opted Trustee to join the 29th October 2026 Board meeting.

4. Background

4.1 A Co-opted Trustee is a non-voting member who joins the Board in an advisory role. Alongside regular co-opted trustee responsibilities, the Development Trustee will advise the board on our Development Strategy, support the Executive in delivering the Strategy and chair a Working Group of fundraising advocates, aiming to raise awareness and support towards our wide-ranging Strategic Projects. The proposed recruitment process for Working Group members will be brought before the board in a future meeting.

4.2 Changes to the role description for this position include: chairing a Development Working Group of volunteer advocates, supporting our fundraising in different Strategic Plan sectors; reduction in the term from three years to two years, with an option to renew for a further term; introduction of requirement to attend a minimum of two Board meetings annually; requirement to make a regular gift to the charity.

4.3 The recruitment process for the new Trustee will start in June and be run inhouse by our HR team, with the aim that the recommendation for appointment (following due diligence) be brought to the 30th July APPCT Board meeting and if approved the new Trustee joining the Board for the 29th October meeting.

4.4 It is the recommendation of this report that the panel will consist of the APPCT Chair, Chief Executive and Head of development with HR providing support throughout the process.

5. Legal Implications

The Council's Director of Legal and Governance has been consulted on this report and has no further comments.

6. Financial Implications

The Council's Chief Financial Officer has been consulted in the preparation of this report and has no further comments.

7. Appendices

Role Specifications for the Co-opted Development Trustee. Appendix 1

8. Background documents

Previous Board papers available on request.

Appendix One: Role Specification

TERM OF THE APPOINTMENT

The term of the appointment is 2 years, subject to annual renewal confirmed by mutual agreement, serving a maximum of four years

DUTIES

- Act as an ambassador for and adviser to the Trust to strengthen its approach to fundraising and charitable income generation.
- Chair a Development Working Group of volunteer advocates raising support and awareness of Alexandra Palace projects in relevant sectors
- To ensure, with the other trustees, that the charity complies with its governing documents and an applicable legislation and regulations.
- To ensure the charity manages activities and resources effectively in furtherance of the charitable objects.
- To contribute to setting the strategic direction and policy of the Charity, and monitoring performance against agreed targets.
- Protecting and managing the charitable assets.
- Avoiding any conflict of interests and following the Code of Conduct and safeguarding the good name and ethos of the Charity.

RESPONSIBILITIES

The successful candidate should expect to donate **4 hours a month** of time to the Campaign. Responsibilities include:

- To chair two Development Working Group meetings annually at Alexandra Palace. Any Board reports and presentation materials will be produced by Development Team staff with your input
- To attend a minimum of two meetings of the Alexandra Park and Palace Board annually to report on fundraising progress achieved by the Working Group. Any Board reports and presentation materials will be produced by Development Team staff with your input
- To agree a list of prospective trust, government, corporate and/or individual supporters for Strategic Plan projects to develop with staff in the Alexandra Palace Development Team to engage them with the work of the charity and secure their gifts as appropriate
- Between meetings, to work closely with Development staff members on the development of agreed prospective supporters over email, calls and meetings as appropriate
- To support the Trust with a [regular gift](#) either as an Ally Pally Supporter (from £5/month) or as an Ally Pally Patron (from £600 annually). Your support makes a real difference to our programmes and allows you to advocate for the Park and Palace from both personal and professional experience of our work
- To develop an understanding of the work of the organisation, the Strategic Plan, its associated budget and timeline.
- To speak at cultivation and stewardship events for Strategic Plan projects as appropriate (in agreement with the Development Team).
- To input into the development of fundraising materials, funding applications and campaigns as relevant

KNOWLEDGE & EXPERIENCE

- Proven leadership skills
- Well-networked with exceptional interpersonal and communication skills
- Experience constructive and inspiring meetings with multiple stakeholders, ideally as a trustee or chair of voluntary groups or charity boards
- Experience in fundraising and / or income generation in one or multiple sectors impacted by our new Strategic Plan (heritage, arts and culture, green space and carbon reduction, skills, health and wellbeing)
- A strong understanding of individual, corporate and grant funding
- Sufficient time and commitment to fulfill the role
- Commitment to Alexandra Palace' vision, mission and purpose including equality, diversity and inclusion

