

***SURVIVE* TRUSTEE RECRUITMENT PACK**

Including role descriptions for

- Chair
- Treasurer
- Secretary



Why choose *Survive*?

If you are passionate about survivors of sexual trauma having access to our safe spaces and kind, caring and compassionate services that help adult survivors heal, rebuild and thrive, **we want to hear from you!**

Thank you for your interest in being a Trustee for *Survive*, please read on for more details about the role and how to apply.



How you can help

Our trustees play a pivotal role in shaping the future direction of our charity. They make a difference by giving their time and sharing their skills, life experience and expertise with the charity.

The role will provide you with the opportunity to use your current skills and to learn some new ones along the way. You will be working with a team of energetic, committed and caring people who all want to do their best for the people who use our services.



Who are we looking for?

Survive wants to build a diverse team that reflects the communities we serve, and we encourage and welcome all applications, including from those who have themselves been subjected to sexual violence and abuse.

The Board of Trustees currently meets ten times a year and participation is expected at the Annual General Meeting (AGM). We hold the meetings both online and onsite in York.

Regular sub-committee meetings are held for Fundraising and Marketing, Finance, Human Resources, and Client Journey. Attendance at these meetings is up to Trustees.

You do not need to have held a Trustee position previously or have any experience of working with charities as we can provide training on this, and you will receive an induction to working with *Survive*.



Trustee Role Description

Trustees play a vital role in making sure that *Survive* delivers its mission and its charitable objectives. They oversee the leadership, management, and administration of *Survive*. They ensure *Survive* complies with United Kingdom law and manage risks facing the charity. They provide oversight especially on strategic, financial, and compliance matters. They ensure that the charity has a clear strategy and that *Survive's* work and goals are in line with the vision. Just as importantly, they support and challenge the charity's managers to enable *Survive* to grow and thrive.

Board members have a collective responsibility – they always act as a group and not as individuals.



Time Commitment from Trustees

BASE commitment – 1 or 2 hrs per week

This is what we expect from most Trustees...

ADDITIONAL commitment – 1 day per week

This is a specific negotiation from some Trustees...

SUPER commitment – 2 or 3 days per week

This unusual extra commitment is negotiated with Trustees...



Trustee Role Description

Duties

Use independent judgment, acting legally and in good faith to promote and protect the *Survive's* interests. Contribute to the broader promotion of our mission, vision, and values, as well as reputation by applying your skills, expertise, knowledge and network of contacts.

Governance

- Support and provide advice on our vision, mission and values
- Provide oversight to align annual business plans with agreed strategic plan
- Approve operational strategies and monitor and evaluate their implementation.

Finance:

- Approve financial plans and budgets and monitor and evaluate progress
- Review and approve our financial statements.

Human Resources:

- Ensure the effective and efficient administration of the organisation
- Provide oversight for supporting agreed proposals with the appropriate level of resources
- Guide development of team to support strategic plans and growth
- Provide support and challenge to the CEO in the exercise of their delegated authority and affairs.



Trustee Role Description

Compliance

- Ensure the charity complies with its governing document, known as the Articles of Association
- Comply with charity law requirements and other laws that apply to *Survive*
- Oversee development, approve policies relating to the charity, and monitor alignment with the appropriate policies and procedures
- Regular oversight of the agreed policies and ensure review process together with the assigned *Survive* team member/s
- Ensure compliance with Charity Commission guidance
- Ensure compliance with counselling frameworks and guidance provided by the British Association of Counselling and Psychotherapy (BACP)
- Manage conflicts of interest across the charity and within the Board of Trustees.

Risk

- Ensure that key risks are being identified, monitored, and controlled effectively
- Oversight of the risk tracker with the assigned *Survive* team member to ensure Board of Trustees is kept up to date with developments
- Keep abreast of changes in the operating environment.



Trustee experience and qualities

- Willingness and ability to understand and accept responsibilities and liabilities as a Trustee, and to act in the best interests of *Survive*.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity, and inclusion.
- Enthusiasm for our vision, mission, and values.



Chair of the Board of Trustees

The Chair of Trustees leads the Board of Trustees, ensuring that it governs the charity effectively in service of the charity's vision, mission and values.

The Chair provides strategic direction and ensures that trustees work collaboratively to fulfil their responsibilities.

The Chair fosters an inclusive and supportive environment, enabling the board and *Survive* team to maximise their effectiveness.

Acting as a key ambassador for the charity, the Chair also strengthens relationships with external stakeholders and advocates for the charity's goals and values.



Chair of the Board of Trustees

- Provide strategic leadership to the Board, ensuring that the charity delivers its mission, vision and values.
- Lead the Board in ensuring it fulfils its responsibilities for governance, compliance, and risk management of the charity.
- Work in partnership with the Chief Executive Officer and *Survive* senior team - providing support and guidance and challenge as required.
- Line management of the Chief Executive Officer - setting clear objectives, delivering regular update meetings as well as annual appraisal
- Participate in discussions of role development opportunities for senior management team, as well as providing support as challenges develop and to foster team engagement.
- Ensure the Board of Trustees has the right balance of skills, diversity, and expertise to govern effectively.



Chair of the Board of Trustees

- Optimise the relationship between the Board and *Survive* Team.
- The Chair acts as spokesperson with partners, at public events, and in the media.
- Manages the lead up to the monthly Board of Trustees meeting - setting the agenda with input from Trustees and Chief Executive Officer.
- Chair the Board of Trustees meetings - ensuring adherence to the agenda as well as fostering discussions through good communication, challenge and negotiation, as well as ensure agreed actions have taken place.
- Together with the Treasurer and appropriate member of the *Survive* team, ensure timely delivery of the Financial accounts and ensure financial responsibilities are properly accounted for and independently examined.
- Manage the Annual General Meeting with the appropriate *Survive* team members based on the year in review annual report and/or impact report.



Treasurer

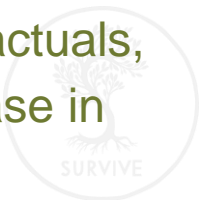
The Treasurer is a key member of the Board of Trustees, responsible for maintaining an overview of the *Survive's* financial health and ensuring its financial resources are managed effectively and sustainably.

The Treasurer plays both a strategic and operational role, advising the board on financial matters and ensuring compliance with legal and regulatory requirements.



Treasurer

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees this includes the regular Board of Trustees meetings as well as the Annual General Meeting
 - The presentations should be completed a week ahead of meetings and ensure that they are presented in a way that can be understood easily by the Board of Trustees.
- Work with the Chief Executive Officer and senior management team to agree a set of Key Performance Indicators which can be reported on a quarterly basis to the Board of Trustees.
- Ensure that proper accounting records are kept, and appropriate accounting procedures and controls are in place.
- Ensure that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitor and advise on the financial viability of the charity showing budget expenditure compared to actuals, fundraising outlook and completion, level of reserves and highlight any significant increase or decrease in expenditure



Treasurer

- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive and Finance Manager.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Where relevant, ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.
- Take the lead in briefing the Chair of the Board of Trustees ahead of significant financial milestones such as draft budget, annual report development and preparation for the Annual General Meeting.
- Present the annual statement of accounts at the Annual General Meeting with the support of the appropriate member of the *Survive* team.



Secretary

Survive Trustees are the people who ultimately exercise control over, and are legally responsible for, the charity. A Secretary of a charity is a trustee or member of the *Survive* team with a specific role on the board.

The Board of Trustees should have a secretary whose duties include:

- Administration and compliance;
- Preparing for board meetings;
- Taking meeting minutes;
- Other meetings.

With its status as a company, *Survive* will expect the secretary to have additional duties under company law and common law in his or her capacity as a company secretary, for example preparing and filing annual returns with the Companies Registration Office.



Secretary

Administration and Compliance

- Maintain the register of any members, the register of trustees / directors and secretaries, the register of trustees' and secretary's interests.
- Be familiar with the charity's governing document, the legal responsibilities of charities under the Charities Act 2009 and the charity's internal governance rules.
- Help to ensure that *Survive* trustees file all relevant statutory returns and information with the Charities Regulator (e.g. annual reports, changes to the charity's details and/or trustees' details).
- Ensure that the board of charity trustees are aware of the requirements to comply with the relevant codes such as the charity's Code of Conduct for Charity Trustees and the Charities Governance Code.
- Ensure that decisions and actions of the board of charity trustees are accurately recorded and implemented.
- Track progress with the charity's risk register/ business plan/ strategic plan and making sure any correspondence for the charity trustees is brought to the attention of the board.



Secretary

Preparing for board meetings

- Make sure the timetable of board meetings for the year ahead is agreed.
- Send out notification of board meetings to charity trustees (and others where applicable).
- Work with the Chairperson of the board to set each board meeting agenda, including the management of any agenda items received from other charity trustees.
- Circulation of board papers/pack at least five days in advance of meetings.
- Deal with any issues charity trustees have regarding board papers/pack.
- Checking that a quorum is present (and that it is present throughout the meeting if required) and being aware of any proxy voting arrangements if allowed by the charity's governing document.
- Ensure the venue/room is prepared appropriately for the meeting.



Secretary

Take meeting minutes

- Take the minutes at board meetings and maintaining the records of all meeting minutes.
- Keep a record of all issues discussed, decisions taken and any actions required to implement a decision.
- Working closely with the Chairperson to ensure that the draft minutes are accurate.
- Issue draft minutes to charity trustees for consideration after board meetings and dealing with any subsequent requests for corrections to be made before they are formally approved.
- Ensuring that minutes are stored safely and are accessible by the Chairperson of the board and any other charity Trustee if required.

• Other meetings

The Secretary will normally play a support role in setting up and running any Annual General Meeting (AGM) or Extraordinary General Meetings (EGMs) where required.



How to Apply

Trustee recruitment process

Please submit your CV and a supporting statement (no more than 1 side of A4 paper) to chair@survive-northyorks.org.uk

If you would like our application pack in another format or wish to discuss how we could make adjustments for you to take on this role, please contact Jane on 07597 023450.

Your application will be considered by a shortlisting panel. Shortlisted applicants will be invited to an informal interview with members of the Board of Trustees:

- You will be provided with the topics to be discussed in advance and have the chance to ask about *Survive's* work and what being a Trustee at *Survive* involves.

Successful candidates will be invited to a probation period which will include observing a Trustee meeting before committing to join *Survive's* Board of Trustees. Before taking up their role, all Trustees must:

- Provide two references.
- Attain Disclosure and Barring Service clearance.
- Sign *Declaration of Eligibility*.
- Have their name checked against the Disqualified Directors Register through Companies House.
- Produce a valid passport (or other form of photo ID).

