

Trustee – Role Description

|  |  |
| --- | --- |
| Organisation Name | RASASC (Rape and Sexual Abuse Support Centre Cheshire and Merseyside) |
| What do we do? | RASASC (Cheshire & Merseyside) is a registered charity (1049826) committed to supporting people who have been affected by rape or sexual abuse. We have been providing support to people affected by sexual violence since 1995. We work in partnership with local authorities and NHS England to ensure we provide services to people affected by rape and/or sexual assault.We have offices in Chester, Crewe, Ellesmere Port, Knowsley, Halton, Northwich, Macclesfield, St. Helens and Warrington as well as offering outreach support in locations across Cheshire and Merseyside.We adopt a feminist perspective that recognises that sexual violence is a crime of violence and abuse of power, and that it is the cause and consequence of gender inequality. We are a member of Rape Crisis England and Wales and our therapeutic service is an accredited organisation with the British Association of Counselling and Psychotherapy.  |
| Role Title | Trustee |
| Location of role | RASASC Centre Warrington (or any of our other centres) |
| Responsible to | Chairperson |
| Summary of role | The board of trustees are collectively responsible for the overall governance and strategic direction of the charity. Day-to-day operational responsibility is delegated to the Operations Director and staff members. |
| What will the role involve? | Trustees are expected to:* Make sure that RASASC operates in accordance with its governing document and with any relevant legislation or regulations and ensure that RASASC works within its charitable objects
* Make sure that the finances of RASASC are managed prudently and without unnecessary risk.
* Maintain the reputation and values of RASASC
* Keep in mind the interests of RASASC’s beneficiaries; contribute any specific knowledge of the needs of particular groups, but act always in the best interests of RASASC as a whole.
* Actively contribute to strategic planning, setting long-term aims and objectives and evaluate RASASC's performance.
* Contribute to the development of policies and procedures, agree the final versions and abide by them
* Attend meetings regularly. The Board meets every 12 weeks and trustees are expected to attend these meetings.
* Promote the work of RASASC.
* Represent RASASC externally when requested and report back on meetings and events attended
* Undertake induction, training and attend board meetings when necessary
* Maintain confidentiality about all aspects of the trustees’ business
* Declare any conflicts of interest

Trustees may also be asked to join other sub-groups that may be set up from time to time to deal with specific issues or pieces of work; or occasional recruitment panels.There may be other opportunities for involvement in RASASC's work, e.g. assisting with grant applications and fundraising, attending functions and external meetings.In addition to the standard Trustee roles, there are also named officers that have additional duties described in separate role descriptions (chair, secretary and treasurer). Officers are decided by the trustee board. |
| Time Commitment | Trustees will be required to attend at least 3 meetings in any given financial year. |
| What skills do I need? | Each trustee should have: * Integrity
* A commitment to the Organisation
* An understanding and acceptance of legal duties and responsibilities of trusteeship
* A willingness to devote the necessary time and effort to their duties as a trustee
* Strategic vision
* Good independent judgement
* An ability to think creatively as a member of a team.

The Board needs skills and experience in the following areas:* Setting targets, monitoring and evaluating performance and programmes in non-profit making organisations
* Financial management
* Sexual violence
* Legal matters
* Fund-raising
* Recruitment and personnel management, including a knowledge of employment legislation
* Public relations
* Marketing
* Computers and information technology
* Campaigning
 |
| What support will I receive? | You will be given a trustee induction pack and an opportunity to attend a New trustee training session. |
| Expenses | Out of pocket travelling expenses will be reimbursed.  |
| Application Procedure | Application Form - Informal Interview – References – Induction training - Trial Period of being co-opted. |
| Contact Information | Email: kirsty@rapecentre.org.uk Tel 0330 3630063  |

***Volunteers must be over 18 years of age. All volunteers must be willing to undertake a Disclosure and Barring (DBS) check. All volunteers must be committed to working in an anti-oppressive way. Volunteers who use racist, sexist, or homophobic language may be removed from volunteering with RASASC.***