

Trustee Role Description



Job Role: - Trustee, Management Committee **Term:** 1-3 years (can be extended by agreement)

RASASC offers support to male and female survivors of rape and sexual abuse through telephone helplines, face to face counselling, family support, self-help groups, Independent Sexual Violence Advisors, and coffee mornings. Run by 7 FTE staff and around 70 volunteers, we are based in Guildford serving Surrey and the surrounding counties. (www.rasasc-guildford.org)

Key Purpose	The Trustees (known as the Board of Trustees) are responsible for providing governance, strategic planning and development of the charity and ensuring that good/best practice is applied in the delivery of its services. The Chairperson currently line manages the Operations Manager. This role is unpaid.
Key Tasks	<p>Trustee responsibilities</p> <ul style="list-style-type: none">• Ensure the organisation complies with its Constitution and any other relevant law or regulation.• Ensure that RASASC pursues the objectives in its Constitution and Strategic Plan.• Ensure the financial stability of the organisation.• Ensure all correct and proper procedures and processes are in place.• Have empathy with the aims, ethos and ethics of RASASC and the British Association of Counsellors and Psychotherapists (BACP). <p>In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, leading projects, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.</p> <p>Commitment</p> <ul style="list-style-type: none">• Attend bi-monthly meetings, 3rd Tuesday.• Attend AGM and occasional extra meetings at the weekend/evening depending on the charity's needs/programme.• Read and approve monthly minutes and documents.• Respond to emails and phone calls in a timely manner.• Raise awareness of RASASC, network and be an Ambassador for RASASC.• Participate in and support one or more RASASC events every year.• Undertake actions agreed at meetings (up to an hour per week).• Take telephone calls and emails between meetings (up to an hour per week).

Trustee Person Specification



<p>Personal Qualities (essential)</p>	<ul style="list-style-type: none"> • Passionate about supporting rape and sexual abuse survivors • Commitment to the aims and objectives of RASASC • Impartial and diplomatic • Patient and tolerant • Friendly and approachable • Able to cope under pressure • Willingness to learn
<p>Essential Experience, Knowledge and Skills</p>	<ul style="list-style-type: none"> • Ability to work in and influence a team and contribute to the effective governance and operation of RASASC's services and activities • A willingness to devote time and effort to attending and preparing for committee meetings, providing support to the chairperson and co-trustees and representing and supporting the charity as required • Ability to form constructive working relationships with co-trustees, staff and volunteers within RASASC • Excellent interpersonal, communication and organisational skills • Strategic vision • Understanding of general business activities • Good IT skills (mainly email and word) • Good presentation skills • Specialist skill may vary according to need at the time
<p>Desirable Experience</p>	<ul style="list-style-type: none"> • Experience of working with rape and sexual abuse useful, but not essential. • Experience of charity committee work • Serving/working in or with the voluntary, not-for-profit sector
<p>Desirable Knowledge & Skills</p>	<ul style="list-style-type: none"> • Knowledge or experience of business and committee procedures • Aware of current rape and sexual abuse issues desirable • Understanding of the legal duties, responsibilities and liabilities of trusteeship or if not aware, willing to learn