



SARSAS

Trustee Role description

SARSAS is a passionate team of specialists who stand alongside people impacted by sexual violence, listening, believing & supporting them to reclaim their lives. We campaign and raise awareness to stop sexual violence happening to others. SARSAS provides support to people in Bristol, B&NES, South Gloucestershire, North Somerset, and Somerset,

Role Purpose

Charity trustees are the people who share ultimate responsibility for governing a charity and directing how it is managed and run.

The purpose of this role is to provide strategic and governance oversight and direction for the sustainability of SARSAS and to ensure its work for the benefit of its service users

Statutory Responsibilities:

- Ensure that SARSAS pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy, providing firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensure that SARSAS complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations or standards.
- Ensure that SARSAS applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public and its service users.
- Safeguarding the good name and values of the organisation
- Ensure the effective and efficient administration of SARSAS, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation

- Protect and manage the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive officer
- Offer support, advice and challenge to the senior leadership team

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, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise. Trustees are accountable for their decisions and actions to the staff, the public, courts, funders and service users.

Additional duties

- Prepare for meetings – including reading any documents or undertaking such research as necessary to contribute properly to discussions and decisions.
- Attend induction training during your first year as a trustee and thereafter any other relevant training.
- Attempt to undertake any training that will help to fulfil her duties and responsibilities as a trustee.
- Sit on subcommittees of the main Board as required.
- Attend staff meetings or events as required.

Person specification

- Commitment to the work of SARSAS
- Knowledge of the type of work undertaken by SARSAS and a wider involvement with the voluntary sector and other networks
- A willingness to devote the necessary time and effort to be part of the SARSAS Board – including regular attendance at Board Meetings and Away Days
- Experience in communications, data, IT or risk would be desirable
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Confidence to contribute and challenge in supportive and constructive manner

- We value lived experience of sexual violence within our staff, volunteers and trustees.

Time Commitment

We appreciate for many of our Trustees, they fit volunteering around busy work and home schedules. Overall, the time commitment is expected to be c 30 hours per year, including preparation for meetings.

All trustees are expected to attend 4 x 2.5 hours Board meetings a year (evenings) and 1 full away day each year.

We have two subcommittees that also meet an additional 4 times a year (1.5 hour in the evening), which trustees may be part of.

Being a Trustee at SARSAS is more than just turning up to a few Board meetings, as it is your skills, passion & experience that brings value to the organisation, therefore, we also ask that Trustees engage with SARSAS staff, and attend events or meetings as required, as well as responding to emails. We estimate that this covers a further 7 hours a year.