SURVIVE BOARD OF TRUSTEES

ROLE DESCRIPTION - CHAIR

The Chair of Trustees leads the Board of Trustees ensuring that it governs the charity effectively in line with its Articles of Association, strategy 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 the *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 mission, vision and values.

Chair Role

- 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.
- Optimise the relationship between the Board and the Survive team.
- Act as spokesperson with partners, at public events and in the media.
- Manage the lead up to Board of Trustees meetings – setting the agenda with input from trustees and the Chief Executive Officer.
- Chair Board of Trustees meetings, ensuring adherence to the agenda, fostering discussions, challenge and negotiation through good communication, and ensuring 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/audited.
- Manage the Annual General Meeting with *Survive* team members based on the Trustees Annual Report and annual Impact Report.
- Work in partnership with the Chief Executive Officer and *Survive* senior management team – providing support and guidance and constructive challenge as required.
- Line manage the Chief Executive Officer setting clear objectives, including responsibility for regular 1-1 meetings and annual appraisal.
- Participate in discussions regarding role development opportunities for the senior management team and provide support and constructive challenge
- Ensure the Board of Trustees has the right balance of skills, diversity and expertise to govern effectively.

SURVIVE BOARD OF TRUSTEES

ROLE DESCRIPTION - VICE-CHAIR

The Vice-Chair works alongside the Chair in providing leadership to the Board of Trustees to ensure that it governs the charity effectively and in line with its Articles of Association, strategy and values. The Vice-Chair supports the Chair and helps ensure the Board functions effectively in managing governance, compliance and risk for *Survive*.

Vice-Chair role

- Supports the Chair in ensuring that the trustees fulfil their duties and responsibilities for effective oversight.
- Holds the Chair to account by offering feedback and support.
- Shares tasks with the Chair to manage Board of Trustees meetings including developing the agenda and fostering the appropriate level of discussion and challenge
- Work alongside the Chair in developing appraisals for the Chief Executive Officer and feedback for the senior management team to ensure appropriate level of skills and effectiveness.
- Assist in the recruitment, induction and retention of Board of Trustee members
- Support the senior management team to ensure the organisation design is fit for purpose to support strategic direction.
- Assist in feedback on proposals submitted to the Board of Trustees to ensure suitability, appropriate level of information, and adherence to resource and fiscal constraints.
- In the Chair's absence take on the Chair's role as outlined in the Chair's role description.

SURVIVE BOARD OF TRUSTEES

ROLE DESCRIPTION - TREASURER

The Treasurer is a key member of the Board of Trustees, responsible for maintaining an overview of *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 role
Oversee the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees including the regular Board of Trustees meetings and the Annual General Meeting.

- Complete presentations a week ahead of meetings and ensure that they are presented in a way that can be easily understood 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 and procedures are in place and are being implemented
- Support the development of financial policies and procedures including financial reserves and cost management.
- Monitor and advise on the financial viability of the charity including oversight of income/expenditure actuals against forecast, level of reserves and highlight any significant variance against plans.
- Chair the Finance and Resource Sub Committee and liaise regularly with the Chief Executive Officer, the Finance Manager and the Operations, Projects and People Manager, act as a bank signatory and approve payments including payroll.
- Advise on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Where relevant, ensure investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors/independent examiners.
- Ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or Companies House.
- Keep the Board of Trustees informed about its financial duties and responsibilities and 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.

SURVIVE BOARD OF TRUSTEES

ROLE DESCRIPTION - TRUSTEES

Trustees play a pivotal role in ensuring *Survive* delivers its mission and charitable objectives and in shaping the future direction of our charity. Specifically, they:

- oversee the leadership, management, and administration of *Survive* and have collective responsibility for governance, compliance and risk
- use independent judgment and act legally and in good faith to promote and protect *Survive*'s interests;
- contribute to the broader promotion of our mission, vision, and values, apply their skills, expertise and knowledge, and enhance our reputation by connecting us to their networks
- provide support and constructive challenge to the CEO in the exercise of their delegated authority and affairs.

Governance

- Set the strategic direction of the charity.
- Oversee performance against strategic objectives and identified KPIs ensuring we deliver impact and remain accountable to our stakeholders.
- Ensure the effective and efficient administration of the organisation.
- Provide oversight for supporting agreed proposals within the appropriate level of resources.
- Guide the development of the team to support strategic plans and growth.

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 *Survive*'s financial plans and budgets
- Oversee the development, approval and review of policies relating to the charity, and monitor alignment with the wider sector.
- Ensure compliance with Charity Commission guidance and Companies House requirements.
- Ensure compliance with membership bodies e.g. the British Association for Counselling and Psychotherapy (BACP) ethical framework for the counselling professions, The Survivors Trust UKAS accreditation etc
- Manage conflicts of interest across the charity and within the Board of Trustees.

Risk

- Oversee the risk register with the assigned Survive team members to ensure Board of Trustees is kept up to date with developments.
- Ensure that key risks are identified, monitored, and controlled effectively.
- Keep abreast of changes including though not limited to: governance risks, regulatory and compliance risks, external risks, financial risks; and operational risks.

SURVIVE BOARD OF TRUSTEES

If you are interested and would like an informal, confidential chat about what the role of a trustee at Survive involves or any aspect of the selection process, please in the first instance email Chair of Trustees, Laura Sowerby at chair@survive-northyorks.org.uk or feel free to contact our CEO, Mags Godderidge for an informal chat at ceo@survive-northyorks.org.uk.

Your application should be no more than four A4 pages in length and include:
1.An abbreviated CV
2.A supporting statement explaining why you want to be a trustee at *Survive*
3.How your skills, experience and expertise fit with the trustee specification, including (where applicable) the role of Vice-Chair/Chair, Treasurer or any of the four identified areas of expertise
4.What else you would bring to *Survive*.

Please email your application to recruitment@survive-northyorks.org.uk.

Shortlisted applicants will be invited to an informal interview (either face to face or via Teams) with our Chair of Trustees, Laura Sowerby, our CEO, Mags Godderidge and another trustee, Dr Peter Meek. 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.

Our AGM is scheduled for Tues 24 November, 5pm-6pm, after which there will be a short Board Meeting. We will invite prospective Trustees to both as guests – so that they get further opportunity to get to know *Survive* and to check that we're the right fit for your skills, experience and expertise.

If you would like our Trustee Recruitment Pack in another format or wish to discuss how we could make adjustments for you to take on this role, please contact recruitment 01904 638 813.