

Severn Area Rescue Association

ROLE DESCRIPTION: SERVING AS A TRUSTEE – WHAT TO EXPECT

Time	<p>In a calendar year all Trustees are expected to attend:</p> <ul style="list-style-type: none"> • Trustee meetings roughly ten times a year, sometimes in person - which are usually on a Sunday morning at one of the rescue stations - and sometimes online. • any sub-Committees that the Trustee sits upon; • any ad-hoc working group and away-day meetings; and • the Annual General Meeting (held in the Spring). <p>In addition, all Trustees are expected to provide an ongoing contribution of ideas and opinion through meetings and discussions held online. For all meetings, Trustees should ensure they are well-informed and have read all the papers in full before the meeting.</p> <p>Trustees may be co-opted at any time throughout the year. They are elected at the AGM in the Spring for a period of three years, and after that are eligible for re-election for a further period of three years should they wish.</p>
Commitment	<p>All Trustees are expected to give sufficient intellectual and emotional effort to the role by:</p> <ul style="list-style-type: none"> • having an acceptance and understanding of the legal duties and responsibilities of trusteeship; • being well-informed and prepared for meetings, including pre-reading meeting papers; and • being ready and able to: <ul style="list-style-type: none"> ○ question intelligently; ○ debate constructively; ○ challenge rigorously; and ○ decide dispassionately. <p>As well as being interested in voluntary search and rescue services within our area, all Trustees are encouraged to take an interest in the sector more generally. This includes a broad understanding of developments within the third sector.</p>
Approach and Attitude	<p>Trustees are expected to view this voluntary position in the following ways:</p> <ul style="list-style-type: none"> • with a commitment to fulfilling one's statutory duties; • to feel involved and to care, with a deep commitment to the objectives of the organisation; • with a willingness to work as part of a team in achieving those objectives; • with a wish to personally develop, seeing a significant part of being a Trustee as opening oneself up to new concepts and experiences; and • with an ability to exercise good judgement, particularly with regards to refraining from involvement in operational matters, unless invited to do so.

Eligibility	<p>All Trustees are required to make a declaration that they are eligible to serve* before they take up the role.</p> <p>including that they do not fall into the following categories:</p> <ul style="list-style-type: none"> • They are not prohibited under the conditions in footnote (a) below. • They are not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee. • They are a fit and proper person within the meaning of the Finance Act 2010. • They are not disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Groups Act 2006. <p>In addition, Trustees must be willing to sign the SARA Trustees' Code of Conduct</p>
Conflicts of Interest	<p>All Trustees are required to make declarations relating to financial or personal interests and liabilities.</p>
The Benefits	<p>All trustees should enjoy the experience and find that serving on the SARA Trustee Board:</p> <ul style="list-style-type: none"> • is stimulating and rewarding, offering a sense of achievement as successes are realised; • is worthwhile in terms of offering the opportunity to contribute substantially to the development of the organisation; and • provides a deep sense of involvement, particularly from working with an excellent leadership and management team and overall volunteer group.

*(a)*This includes declarations that they are not under a disqualification order under the Company Directors' Disqualification Act 1996, they are not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee, they are a fit and proper person within the meaning of the Finance Act 2010, and they are not disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Group Acts 2006*

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DESCRIPTION OF RESPONSIBILITIES

Role Title:	SARA Trustee
Role Purpose:	Responsible under the SARA CIO Constitution for guiding the management and administration of the Severn Area Rescue Association, its volunteers, rescue equipment, property and funds, ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up.

Duties:
<ul style="list-style-type: none">• To contribute actively to the Board of Trustees' collective role in:<ul style="list-style-type: none">○ giving strategic direction to the charity, setting overall policy, defining goals and setting targets, and monitoring performance;○ ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations;○ ensuring that the charity pursues its objects as defined in its governing document;○ ensuring that the charity applies its resources exclusively in pursuance of its objects;○ ensuring the financial stability of the charity and ensuring the proper investment of its funds;○ protecting and managing the property of the charity;○ ensuring the effective and efficient management and administration of the organisation, delegating the day-to-day management of the charity to the CEO, supporting the CEO in his/her role, and holding the CEO and Executive Committee to account; and○ safeguarding the reputation and values of the charity;• To represent the charity at functions and meetings, and act as spokesperson and ambassador for SARA, as appropriate.• To serve on standing sub-committees, groups and panels, as appropriate.• To use their specific skills, knowledge and experience to help the SARA reach sound decisions.• To sign up to and act in accordance with the SARA Code of Conduct for Trustees.