



Role of an SVC General Trustee on the SVC Board of Trustees

SVC is a charity set-up by students to support the disadvantaged members of Cardiff. The charity remains student-led, with a predominantly student-run Board of Trustees. The SVC Board can be made up of a maximum of 12 members. Trustees are responsible for the strategic management of the charity. They direct the work of SVC, control its funds and approve initiatives. Additionally Trustees attend regular Board meetings and play an active role in SVC.

The role of a Trustee is to receive assets from donors, safeguard them, and apply them for charitable purposes according to the wishes of the donor.

Governance is the term used for the matters which Trustees must deal with personally, as opposed to those that can be delegated to staff and others.

Governance ensures the organisation has-

- ✓ Leadership and direction
- ✓ A clear and shared vision of its purpose and it's aims to achieve this
- ✓ Established priorities for different aspects of its work
- ✓ Safeguards for its assets (money, property, equipment and human resources)
- ✓ The ability to support the SVC Office Manager

Management-

In contrast, day to day management and operational matters do not need to be handled personally by SVC Trustees, and can be delegated to staff when appropriate. These include-

- ✓ Organising and supervising staff and volunteers
- ✓ Fund-raising bids, financial reports, financial management, routine administration
- ✓ Organising the operation and delivering daily service

Several Trustee roles have their unique and particular functions, including those of the Chair, Vice-Chair, Secretary, Treasurer, and Communications & Marketing Officer. The roles of **SVC General Trustees** were introduced last year in response to the development of the charity and the benefits these roles provide in steering the direction of the SVC charity further.

General Responsibilities:

- To ensure SVC meets its obligations according to its constitution
- Ensure that SVC complies with Charity Law, and with the Charity Commission as a regulatory body
- Be aware and promote good practice in volunteering, ensuring policies and procedures are in place and up-to-date
- Liaise with SVC office staff ensuring good line of communication
- Be involved with evaluations and reviews of SVC's service
- To meet with the SVC Office Manager twice yearly for supervision

- To be involved in strategic plans and development
- Look to build or create links with other organisations, including links with schools within Cardiff University, Cardiff Metropolitan University, University of South Wales and external partners

Role of SVC General Trustee - Role Specific

- Plan and attend new/ existing SVC events, such as recruitment events, one-off volunteering opportunities
- Support the charity to raise the profile of SVC City wide, by attending networking events and volunteer recruitment events
- Opportunities to be involved in fundraising grants and bids submitted by SVC
- Promote and support the SVC Brand
- Bring new ideas for promotion and development to the SVC Board of Trustees
- Depending on individual experience and skill-base, bring advice and guidance to the SVC Board within areas of expertise and knowledge

Financial Responsibilities:

- The responsibility for appointing people to manage SVC's money (including the SVC Manager and Accountant) also rest with the SVC Board of Trustees
- To ensure SVC is spending its funding in accordance with any conditions imposed by funders

SVC Board Meeting Responsibilities:

- Suggest Agenda items for Trustee Meetings
- Attend meetings to discuss important policy issues, review or ratify previous decisions
- Feedback on recent activity related to your role

Volunteer Training Weekend Responsibilities:

- Work with the Board of Trustees to determine the programme for the weekend
- Help organise ice-breakers
- Involvement in the preparing and delivery of entertainment
- Explain the role of sub-committees, recruit and plan Communications sub-committees
- Have fun, get to know volunteers and staff

SVC Volunteer Recruitment and Networking Events:

- Attend SVC Recruitment events, such as Fresher Fairs, Volunteering Fairs and networking events.
- If required assist in the manning of project stalls at the volunteering fayres and networking events

Annual General Meeting (AGM) Responsibilities:

- To attend the AGM and awards ceremony

- Ensure any external links made with new partners are, if appropriate, invited to the awards ceremony

Areas of Consideration:

- You must be aware of SVC's constitution, this explains our purpose, how we work and how it is administered)
- You have responsibilities to ensure SVC is soundly managed
- Anyone Trustee can call a Board meeting, but must give a minimum of 4 days' notice and a minimum of 5 Trustees must attend.
- It is very important you understand decisions, if you are unclear make sure you ask and question things

COMPULSORY EVENTS

- ✓ Lead Volunteer training weekend –TBC September 2016
- ✓ Weekly/Fortnightly Trustee Meetings throughout the academic year
- ✓ Annual General Meeting – usually held in April

** If you are unable to commit to one of the above dates but are still interested in applying for the position, please come to speak to the SVC Manager.*

N.B this is an overview of the General Trustee on the SVC Board of Trustees. However if you would like to read further information about the role, duties and guidance notes then please access the folder in the SVC Office.

How to apply? If you would like to apply for this position please contact the SVC Manager for further details:- A.Earls@SVCardiff.org, 07710086672 or pop into the office for a chat, 5-7 Museum Place, Cardiff, CF10 3BD.