



## Skills & Volunteering Cymru (SVC)

### What does it mean to be an SVC Trustee?

SVC is a volunteer-led charity which was established in 1971. The aim of the charity was initially to enhance the lives of disadvantaged members of the Cardiff community. However, over the past 50 years the charity has grown and now works across four localities – Cardiff, RCT, Gwent and the Vale of Glamorgan. The charity was initially set-up by students studying at the University College Cardiff, and continues to value the contribution of its many students, including -Trustees, lead volunteers and volunteers.

Our Trustees are responsible for the strategic management of our charity. They collectively work together to direct the work of SVC, control its funds and approve initiatives. Additionally, Trustees attend regular Board meetings (currently held digitally) and play an active role in SVC.

All Trustees new Trustees will be paired with a Trustee Mentor to support them in their role, this will be one of our current Trustees. To find out more about our Board of Trustees click on their profiles here - [SVC | Give a little. Gain a lot. \(svcmru.org\)](#)

### **The Board of Trustees are responsible for the governance of SVC, including-**

- ✓ Leadership and direction
- ✓ A clear and shared vision of its purpose and 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

### **Daily 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. However, all roles have shared responsibilities which include -

### **General Responsibilities of all SVC Trustees:**

- 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

- Develop links with other organisations, including Cardiff University, Cardiff Metropolitan University, University of South Wales, Cardiff 6<sup>th</sup> forms and external partners
- Prepare a hand-over for the new Trustee Board members, at the end of your term (one academic year)

#### **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

#### **SVC Volunteer Recruitment and Networking Events:**

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

#### **Annual General Meeting (AGM) Responsibilities:**

- To attend the AGM and awards ceremony

#### **Areas of Consideration:**

- Trustees must be aware of SVC's constitution - this explains our purpose and how we work.
- Trustees have a responsibility to ensure SVC is soundly managed.
- Any Trustee can call a Board meeting, but they must give a minimum of 3 days' notice, and a minimum of one third of the Board of Trustees must be in attendance.
- It is very important that Trustees understand decisions, if they are unclear they must make sure they ask and question things.

#### **COMPULSORY EVENTS**

- ✓ Fortnightly Trustee Meetings throughout the academic year (Tuesdays at 6pm)
- ✓ Annual General Meeting – usually held before Easter break

*\* If you are unable to commit to one of the above dates but are still interested in applying for the position, please email the SVC Manager at [A.Earls@SVCymru.org](mailto:A.Earls@SVCymru.org)*

## **SVC are currently recruiting for the following roles:**

These roles are only open to applications from HE students, aged 18+. Students can be studying at any University/ College as meetings will always have an option to join digitally. Meetings are held fortnightly on Tuesday's at 6pm, across term-time. If you are interested in applying for one of these roles, please contact the SVC Manager to organise an informal digital chat – [A.Earls@SVCymru.org](mailto:A.Earls@SVCymru.org)

### **Communication & Marketing Officer Responsibilities:**

**This role will work alongside another Comms & Marketing Officer who has been in the role for 9 months.**

Work alongside the second Comms. & Marketing Officer to deliver the following -

- Raise awareness of SVC and volunteering in general by promoting the SVC charity
- Establish new, and develop current, means of promotion and advertising
- Take the lead on SVC publicity and campaigns, for example volunteer recruitment and working with the SVC staff and fellow Trustees on SVC events
- Work with SVC staff to keep the SVC website, Facebook and Twitter accounts up-to-date
- Support the creation and content of the SVC blog
- Work alongside the SVC staff team to produce the charity newsletter
- Support the development of productions for “The Friends of SVC” initiative
- Be responsible for overseeing the creation of new visual content over the year to ensure that SVC activities are recorded (where circumstances permit).

### **Events & Fundraising Officer Responsibilities:**

**This role will work alongside another Events & Fundraising Officer who is also new to the role.**

Work alongside the second Events & Fundraising Officer to deliver the following -

- Plan and attend new/ existing SVC events, such as volunteer recruitment events, one-off volunteering opportunities and National Student Volunteering Week (where circumstances permit)
- Plan and attend new/ existing SVC fundraisers, for example charity quiz nights, digital fundraisers etc
- Raise the profile of SVC, by attending networking events and recruitment opportunities (where circumstances permit)
- Opportunities to be involved in fundraising grants and bids submitted by SVC staff (if this is of interest to the successful applicant)
- Supported by the staff team, assist in the organisation of Student Volunteering Week (annually held in February)
- Plan and prepare one off-events to promote volunteering and the SVC charity (**every event planned will be discussed with, and supported by, a member of the SVC staff team**)
- Liaise with the SVC Staff and the SVC Board to arrange possible fundraising opportunities at SVC organised events
- Develop and create links with other societies, clubs, groups, charities and organisations.

### **General Trustee Responsibilities:**

**This role will work alongside five additional General Trustees who have been Trustees for varying amounts of time (9months - 10 years).**

- Support the SVC Events and Fundraising Officers in planning and running events and fundraising activities

- Support the charity to raise the profile of SVC, by attending networking events and volunteer recruitment events (where circumstances permit)
- Opportunities to be involved in fundraising grants and bids submitted by SVC staff (if this is of interest to the successful applicant)
- Opportunity to join the SVC Equality, Diversity and Inclusion Committee (if this is of interest to the successful applicant)
- Opportunity to join the SVC Environmental Committee (if this is of interest to the successful applicant)
- Promote and support the SVC Charity
- Bring new ideas for charity 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.