Thank you very much for your interest in becoming a Trustee. Please find information about CSASS below, and an application form.

**If any information is not clear or accessible for you, please contact us for support.**

Please complete the form and email it to [info@csass.org.uk](mailto:info@csass.org.uk) , with the subject header ‘Confidential: Trustee application’

Please also complete an anonymous monitoring form here: <https://forms.office.com/r/UiGfvxkpdQ>

**Contents:**

Introduction. Please also visit [www.csass.org.uk](http://www.csass.org.uk)

Organisational Structure

The Board of Trustees and Trustee role description

Application Form and Data consent

Disqualification and Conflicts of Interest declaration

# Introduction to CSASS

CSASS supports adult survivors of sexual violence, whether recent or in the past. We also support family, friends and professionals affected by the impact of abuse. CSASS campaigns to challenge the causes of sexual violence, and to reach survivors with information and confidence to access help.

We are members of Rape Crisis England and Wales (RCEW) and maintain RCEWs National Service Standards. We also adhere to the British Association of Counselling and Psychotherapy (BACP) ethical framework.

CSASS is a women-led organisation. Please see our equalities policy

[www.csass.org.uk/equality-and-diversity-policy-summary/](http://www.csass.org.uk/equality-and-diversity-policy-summary/)

Our strategic goals:

* Survivors are making progress towards recovery
* Survivors and supporters have the information and confidence to access support
* The causes of sexual violence are challenged
* We have the resources and knowledge we need to be effective, safe, sustainable and accountable

# Organisational Structure

CSASS is managed by a volunteer Trustee Board. The roles of Chair, Secretary and Treasurer are held by women. Trustees currently bring a range of lived and professional experience, including backgrounds in the voluntary sector, health service, education, the local business community, and counselling.

<https://csass.org.uk/meet-the-team/>

Volunteers, staff and freelancers follow good practice guidelines, policies and procedures, including regular risk management. Counsellors complete a counselling Diploma, and our specialist Rape Crisis training. We offer regular ongoing professional development and support relevant external training too. Clinical supervision is provided, as needed.

We work with several networks and forums, including:

* Rape and Serious Sexual Offences Steering Group (regional police and courts),
* RCEW regional and national networks
* Cheshire West Voluntary Action forum
* Other regular and ad-hoc groups

# The Board of Trustees

CSASS is a Registered Charity, no. 1133564. Our Board of Trustees has ultimate legal responsibility for the organisation. Trustees work together to agree and implement plans for the future of the organisation and to ensure the highest levels of performance and standards of behaviour.

We anticipate trustees serving for a three year term, with the option to serve for one further term following this.

The purpose of the Board is, collectively:

* To establish the organisation’s strategic direction and aims, in conjunction with the Centre Manager
* To ensure accountability for the organisation’s performance for stakeholders
* To ensure good governance

**Trustee Role Description**

**Duties of the Trustee are:**

* To ensure that CSASS complies with its constitution and charity law, and any other relevant legislation or regulations;
* To ensure CSASS pursues its objects as defined in its constitution;
* To ensure CSASS uses its resources exclusively to carry out its objects (and not for activities not included in its objects, no matter how worthwhile);
* To contribute actively to the Board of Trustees’ role in giving firm strategic direction to CSASS, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
* To safeguard the good name and values of CSASS;
* To ensure the effective and efficient administration of CSASS;
* To ensure the financial stability of CSASS;
* To protect and manage the property of CSASS and to ensure the proper investment of the charity’s funds;
* To appoint the Centre Manager and monitor her performance;
* Trustees 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.

**Person Specification**

* Commitment to CSASS;
* Willing and able to put in the necessary time and effort;
* Strategic vision;
* Good, independent judgement;
* Ability to think creatively;
* Willing to speak their mind;
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
* Ability to work effectively as a member of a team;
* Willing and able to be available to staff for occasional advice and enquiries
* Digital literacy and confidence

**We offer Trustees:**

* A supportive, friendly and professional environment
* Induction and opportunities to attend relevant training
* Reasonable accessibility support, including provision of IT equipment where needed
* An opportunity to use and develop skills, both old and new
* Team-working to influence policy and thinking around sexual violence issues
* Payment of travel expenses
* The opportunity to make a tangible, positive difference to survivors of sexual violence and abuse

The Board normally meets:

* for four formal business meetings: 6-8pm on the second Wednesday of January, April, July and October, at the Bluecoat Building in Chester city centre
* for the Annual General Meeting, in June at a different city centre venue
* for a whole organisation vision day annually, also at a city centre venue
* Informally between these meetings for strategic planning and discussion

There are a handful of awareness and fundraising events each year at which Trustee support is appreciated, if possible.

**Trustee Application Form**

**Personal details:**

|  |
| --- |
| **Full name:** |
| **Address:** |
| **Postcode:** |
| **Telephone:** |
| **Email:** |

**How did you hear about this role?**

|  |
| --- |
|  |

**Qualifications obtained (which you feel are relevant to this post). Add further rows in if necessary:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institution** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |

**Please tell us why you are interested in becoming a trustee for CSASS. Tell us about the skills and experience you will bring to this role. Please include any professional and voluntary roles, and relevant lived experience (where you are comfortable to disclose this).**

## Referees

Please give details of two people (not relatives) who can provide a reference. If possible, one should be academic/professional; the other should be personal.

|  |
| --- |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Relationship to referee:** |
| **Email: Telephone:** |

|  |
| --- |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Relationship to referee:** |
| **Email: Telephone:** |

I consent to these referees being contacted. References will be taken up *prior* to an offer of a role as trustee.

I understand that CSASS will keep my personal information accurate, up-to-date, secure and confidential, and only for as long as needed. It will only be used or kept for recruitment purposes and then destroyed if I do not go on to join the CSASS team. If I do join, my personal information will only be used or kept in order to provide support, management and future references in relation to my role/s at CSASS (usually up to 7 years after my role has ceased), or to improve the service. I can ask to see my personal information held by CSASS, usually within a month of asking. CSASS will not share my personal information with anyone outside CSASS without my permission, unless required by law, or to prevent immediate harm. I understand I can change these preferences at any time, by contacting the Centre Manager at the CSASS office, or via [info@csass.org.uk](mailto:info@csass.org.uk)

**I am happy to be contacted by**: Post **Yes/No** Email **Yes/No**

Phone **Yes/No** Text **Yes/No**

By e-signing and returning this form, you will be providing us with your consent to these uses. (We need this consent for you to be considered for this role)

I would like to receive occasional information about activities, services, opportunities or ways I can support CSASS - for example events, fundraising requests or campaigns, usually via our newsletter or by email.

(This is optional, and will not affect the selection process) **Yes/No**

E-signed: Date:

**Automatic Disqualification**

Some individuals are automatically disqualified from being a trustee. Please read the [guidance](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions) below, then complete and sign the declaration to confirm that you are not disqualified.

If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver)[[1]](#footnote-1) which will allow you to act as a trustee.

**Disqualification Reasons**

You are automatically disqualified from acting as a trustee if:

1. You have an unspent conviction for any of the following
   1. an offence involving deception or dishonesty
   2. a terrorism offence
      1. to which Part 4 of the Counter-Terrorism Act 2008 applies
      2. under sections 13 or 19 of the Terrorism Act 2000
   3. a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
   4. a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
   5. an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
   6. an offence of misconduct in public office, perjury or perverting the course of justice
   7. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. You are on the sex offenders register (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
5. You are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have previously been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
9. You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
11. You have an individual voluntary arrangement (IVA) to pay off debts with creditors
12. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order.)

**Declaration**

By e-signing and returning this form, I declare that:

* I am not disqualified from acting as a trustee; and
* I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

E-signed: Date:

**CONFLICT OF INTEREST**

For public confidence, charities should be seen to operate to the highest standards of integrity and honesty. Charity trustees have a legal duty to avoid conflicts between their personal interests and those of the charity. CSASS requires each trustee to advise the charity of any actual or potential conflicts of which they are aware. All Staff, Volunteers and Trustees are obliged to abide by the Confidentiality Policy/Procedure. This Conflict of Interest section should be read in conjunction with the CSASS Confidentiality Policy/Procedure. <https://csass.org.uk/privacy-policy/>

Please complete the Conflict of Interest statement below by naming:

* Any company with which you are connected (for example, which employs you or in which you have a material financial interest) which could, because of the nature of its business, provide goods or services to CSASS
* Any other organisation with which you are connected (for example, as a member or office holder) whose area of operations overlap with, or could affect, any of the activities of the charity.

You are also requested to provide details of any relevant firms, companies or other organisations with which members of your immediate family are connected. You will be asked to re-affirm this statement regularly. However, if in the intervening period you become aware of any new actual or potential conflict of interest, you should advise CSASS.

**CONFLICT OF INTEREST STATEMENT**

E-Signature: Date:

I wish to advise the charity of the following interests:

**Company/Organisation/Individual Details**

**(1)**

**(2)**

**If any information is not clear or accessible for you, please contact CSASS for support.**

1. [↑](#footnote-ref-1)