



<b>Trustee</b>
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### **Role Description**

CARA (Centre for Action on Rape and Abuse) works with victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

CARA works with adult women and men, young people (aged 13-19) and children aged 12 and under from across mid and north Essex.

Over the last 2 years, CARA has grown significantly. Our client numbers have doubled and we now offer a wide range of services to victims and survivors of all ages and genders.

**CARA is looking for female Trustees to join our Board.** As a Board member, you will have an opportunity to be actively involved in the running of a forward-thinking and fast-developing feminist charity. Our Board of trustees provide strategic direction and governance to CARA, supporting the management team and overseeing all aspects of our work. CARA's Board of Trustees are also registered as our directors for the purposes of company law.

#### **CARA trustees have the following statutory duties and responsibilities:**

- To set and maintain vision, mission and values.
- To develop strategy.
- To establish and monitor policies.
- To set up employment procedures.
- To ensure compliance with CARA's governing document (constitution).
- To ensure accountability.
- To ensure compliance with the law.
- To maintain proper financial oversight.
- To respect the role of staff.
- To maintain effective Trustees performance.
- To promote CARA.

#### **Other duties:**

- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve:
- Scrutinising board papers.
- Leading and contributing to discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.

**A CARA trustee should have the following qualities:**

- Integrity
- The skills and experience to make informed decisions on governance of a charity.
- A commitment to CARA and our vision, mission, aims and values.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. Please refer to the Charity Commission guidance <https://www.gov.uk/guidance/charity-trustee-whats-involved>
- Ability to work effectively as a member of a team.

**To enhance our existing Board of Trustees, we are particularly seeking applications from women with the following skills and experiences:**

Work in counselling, health, social care or the women's sector

Charity management

Fundraising

Campaigning

PR and marketing

Education and learning.

Women from Black, Asian and Minority Ethnic (BAME) groups are currently under-represented on CARA's Board of Trustees, and we particularly welcome applications from BAME Women. Applications from women who are survivors of sexual violence are always welcome.

All members of the CARA's Board of Trustees are required to make a minimum commitment to the organisation. This includes attendance at Trustees meetings, which are held every other month, starting at 6.15pm at CARA's Colchester office.

**This post is restricted to women applicants under the Equality Act 2010, Schedule 9, Part 1.**