



S.T.O.P.

Start Treating Others Positively

0113 2446007 www.stonline.org administrator@stonline.org

Dear Sir / Madam,

Thank you for your interest in joining our Board of Trustees, please find attached the advertisement and job description for the Trustee (Volunteer) role.

To apply please email your CV and a covering letter detailing how you can add value to the S.T.O.P. Board of Trustees and what you hope to get out of your involvement in S.T.O.P. If your application is successful you will be invited to an informal interview at our offices in Leeds City Centre.

This is a rolling recruitment campaign so there is no deadline for applications; however we are hoping to fill the vacant posts quickly.

If you need any further information please do not hesitate to call us.

We look forward to hearing from you.

Yours faithfully,

Kathy Grogan.

Chief Executive.

S.T.O.P. (Start Treating Others Positively)



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0113 2446007 www.stoponline.org administrator@stoponline.org

Trustee (Volunteer)

S.T.O.P. (Start Treating Others Positively) was founded in 1989 to provide a facilitated self help group for men who were abusive or violent towards their partner to help them to change their negative behaviour. It became a registered charity and full time project in 1997 and in 2009 successfully bid for 4 years funding from the Big Lottery Fund.

Our aim is to reduce the levels of domestic violence within the home, to reduce stress, anxiety or depression of both the victim and perpetrator. Working with men and women in separate gender groups we challenge negative attitudes, behaviour and responses and help people to build self esteem and positive relationships.

Following incorporation of the charity we are expanding our Board of Trustees. Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity including its financial health and ensuring compliance with legal and regulatory guidelines. We are particularly looking for trustees with experience in finance, business management, HR or governance.

Meetings are currently held on the third Monday of every month and we anticipate that the time commitment required would be up to 4 hours per month. In addition to this you will be expected to attend training events relevant to the role, as necessary. All applicants must be legally eligible to eligible to serve as trustees / company directors in line with the Charities Act 1993.

For more information please download the application pack or see www.stoponline.org. Application packs can also be requested by emailing administrator@stoponline.org or by calling 0113 2446007.

For an informal chat please call Kathy Grogan on 0113 2446007.

S.T.O.P. (Start Treating Others Positively), a charitable company limited by guarantee registered in England & Wales with company number 07276943 and registered charity number 1138799. Registered office address: 3rd Floor Duncan House, 14 Duncan Street, Leeds, LS1 6DL.

Funded by the National Lottery through the Big Lottery Fund.



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Trustee (Volunteer)

Job Description

Overall Purpose

The trustees are jointly and severally responsible for the overall governance and strategic direction of the charity. This includes its financial health, probity of its activities, developing S.T.O.P.'s aims, objectives and goals in accordance with the governing document and ensuring compliance with legal and regulatory guidelines.

Main Responsibilities

- To ensure that the charity, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects, and provide public benefit.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit.



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- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the Chief Executive and, where applicable, other members of the senior management team.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.

Statutory Duties

The statutory duties of a trustee are:

- Duty of trust;
- Duty to comply with the charity's governing document;
- Duty to act in the best interests of the charity, present and future beneficiaries;
- Duty to avoid conflicts of interest;
- Duty to safeguard assets;
- Duty not to benefit from their position;
- Duty of care;
- Duty to act personally;
- Duty to act collectively; and
- Duty to keep accounts.

Trustees will also be Directors of the charitable company with the following statutory duties:

- Duty to act within powers;
- Duty to promote the success of the company;
- Duty to exercise independent judgement;
- Duty to exercise reasonable care, skill and diligence;
- Duty to avoid conflicts of interest;
- Duty not to accept benefits from third parties; and
- Duty to declare interest in proposed transaction or agreement.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience s/he has to help the Board of Trustees reach sound decisions. These may involve scrutinising Board of Trustees papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.



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A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of S.T.O.P. in mind.



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Person Specification

- Commitment to and belief in S.T.O.P.'s objectives.
- Strategic vision and the ability to think creatively.
- Good, independent judgement and the ability to positively challenge and listen to others.
- Ability to work effectively as a member of a team.
- A willingness to devote time and effort.
- Organisational ability and knowledge of business and committee procedures.
- Understanding and acceptance of the legal duties and responsibilities of trusteeship.
- Must not be ineligible to serve as a trustee (see Eligibility) or prohibited by law from being a director of a company.

Specific Experience

In addition to the above requirements, the S.T.O.P. Board of Trustees is particularly looking for trustees who can offer current and senior level experience in one of the following:

- Financial Management and oversight;
- Managing organisational change and development; knowledge of employment law.
- Business development and management;
- Company law and governance.

Time Required

Meetings are usually held at 5pm on the third Monday of each month.

We anticipate that the time commitment required would be up to 4 hours per month. In addition to this you will be expected to attend training events relevant to the role, as necessary.

Whilst the role is normally unpaid, reasonable expenses are payable in line with S.T.O.P.'s standard expenses policy.

Eligibility

According to Section 72(1) of the Charities Act 1993, the following are not legally eligible to serve as trustees / company directors:



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- Anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
- Anyone who is an undischarged bankrupt;
- Anyone who has previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.

Review

This role will be reviewed every 2 years.

Role agreed and signed off by Board of Trustees on 20th December 2010.

Board of Trustees Meeting Dates 2011

Meetings are currently held the third Monday of each month at 5pm and last up to 2 hours.

15th August 2011
19th September 2011
17th October 2011
21st November 2011
19th December 2011