

TRUSTEE APPLICATIONS

YOUR CHANCE TO INFLUENCE THE
DEVELOPMENT OF THE THERAPY
PROFESSION

CLOSING DATE 1 JUNE 2022

COSRT.ORG.UK INFO@COSRT.ORG.UK TWITTER: @COSRTNEWS

COSRT IS SEEKING TRUSTEE APPLICATIONS

We are looking for applications from dynamic, committed people from both in and outside COSRT's Membership. This is your chance to make a difference to the development of the therapy sector in the UK. Your chance to support our ongoing development as we cement our position as a sector-leading organisation.

Appointments will be made by the COSRT Membership at the 2022 AGM held in August.

JOB ROLE

Trustee (volunteer)

REPORTS TO

The Board

LOCATION

Remote with occasional travel to Board meetings in the UK

RENUMERATION

This role is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed.

WHO WE ARE & WHAT WE DO

COSRT is the Professional Body for Psychosexual and Relationship Therapy. We set quality, training and ethical standards for therapists. We hold a Register of therapists who meet or exceed these standards. We accredit and deliver training. We carry out and support research. And we support the public with information.

WHAT WE ARE LOOKING FOR

Whilst we are looking for people with the skills described in the Person Specification (below) we are also interested in applications from anyone with a passion to work with others to further develop therapy in the UK.

To ensure our board is as diverse as possible we are particularly keen to receive applications from Black, Asian and minority ethnic people, people with disabilities, or who experience physical or mental health concerns; people who identify as being LGBTQIA.

PERSON SPECIFICATION

The applicant must have:

- Significant experience and expertise in marketing, professional standards, HR, finance, or other demonstrable skills that will enhance the board.
- Experience of a charity or corporate board, or demonstration of strategic thinking in a non-operational capacity.
- The time and energy to be an effective trustee and support the strategic development of COSRT - estimated to be around 4 hours per month on average.
- A willingness to attend relevant training to support their role and increase the knowledge base of the board.
- Commitment to the vision, mission, and values of COSRT.
- Understanding and acceptance of the legal duties and responsibilities of trusteeship.
- Ability to work effectively as a member of a diverse team.
- Good, independent judgment and integrity.

It is desirable for the applicant to have:

- High level of commercial awareness.
- Effective communication skills.
- Good analytical skills.

WHAT'S INVOLVED

- The Board of Trustees meet between four and six times a year.
- Meetings are currently remote and held on weekday evenings. It is anticipated that up to two meetings per year will be held in person at a central location agreed by the Board.
- Trustees are expected to actively support on-going strategic work.
- Trustees may be asked to take on specific roles, for example on committees and working parties, and asked to attend additional meetings if necessary.
- All trustees are expected to participate in discussions, provide opinions and make decisions as required.
- Trustees may be contacted by staff for support in their specific area of expertise.
- Trustees serve for a term of up to three years and not serve more than nine years consecutively.

OPTIONAL DUTIES

The Board appoints a Chair and Vice Chair from within its membership. This will happen in September 2022 after the AGM and the current Chair has stepped down from that leadership role. Any Trustee will be able to put themselves forward for either position at that point.

RESPONSIBILITY OF A TRUSTEE

- Keep up to date with all relevant areas relating to your area of expertise and how these impact COSRT and the wider profession.
- Be a source of advice and guidance to trustees and staff on matters relating to your expertise and ensure that delegations are adhered to .

- To actively take part in meetings and lead or participate in other Committees to help develop the profession.
- To be an advocate for COSRT and Psychosexual and Relationship Therapy.

NEXT STEPS

Please send your CV, two professional referees and a covering letter (two page maximum) demonstrating your suitability for the role to info@cosrt.org.uk. All completed applications must be received by 1st June 2022. Following the closing date, we will shortlist applicants based on their ability to meet the person specification by the 7th June 2022.

Shortlisted applicants will be invited for interviews in the second half of June. Interviews will take place by Zoom and will include the Chief Executive Officer, Chair of the Board and one other Trustee.

Trustees will be appointed by a membership vote at the annual AGM in August 2022. Before that, we will send the membership the following to aid decision making:

- Applicant's CV and original application letter.
- Applicant's responses to interview questions.
- Declarations from applicant on issues such as conflict of interest.

If you would like to discuss this opportunity before applying, please e-mail John Dodd, Chief Executive Officer (john.dodd@cosrt.org.uk) to arrange a discussion with the Chair or CEO.

PRIMARY RESPONSIBILITIES OF CHARITY TRUSTEES

The overriding duty of all charity trustees is to advance the purposes of their charity. In doing so, they have the following responsibilities:

1. Trustees are responsible for the proper administration of the charity.

Trustees must make sure that the charity's assets and resources are used only for the purposes of the charity. They must make sure that the charity is run in accordance with its constitution, charity law and all other laws and regulations which affect its activities.

2. Trustees must accept ultimate responsibility for everything the charity does.

Trustees are responsible for the vision, mission, and management of the charity. They are accountable if things go wrong. Trustees are required to comply with statutory accounting and reporting requirements.

3. Trustees must act reasonably and prudently in all matters relating to their charity.

The law imposes a duty of care on the trustees of charities. This is sometimes expressed as a duty 'to exercise such care and skill as is reasonable in the circumstances'. The duty will be greater if a trustee has (or claims to have) any special knowledge of experience, or if their business or profession means they can reasonably be expected to have special knowledge or experience. In matters where trustees are not expert, they will be expected to take appropriate advice. This duty is very significant.

Essentially, provided trustees can show that they are acting reasonably, in a way which furthers the legal objectives of the charity, it is unlikely that they can be criticised under charity law. Trustees are also required to commit time, energy and thought to their role. For example, preparing for, attending and actively participating in all trustees' meetings.

4. Trustees must safeguard and protect the assets of the charity.

A charity's assets include its staff, investments, cash, land, intellectual property, and reputation. The trustees must act within the duty of prudence. Appropriate procedures and safeguards should be in place to ensure that the duty of prudence is upheld.

5. Trustees have a duty to act collectively.

Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority (unless the Articles of Association says otherwise), but all the trustees are collectively responsible for decisions made by the trustees (unless they make it clear that they disagree with a particular decision, but they are overruled). Some trustees will have particular roles. For instance, the Chair is a figurehead for the organisation, and has a special relationship with senior members of staff. A treasurer will be responsible for explaining the financial situation to the rest of the trustees. But responsibility for decision-making still lies with the board as a whole.

6. Trustees must act in the best interests of their charity.

The interests of the charity are paramount. Trustees should not allow their personal interests or views to override this; they must exercise independent judgement. The trustees must endeavour to avoid any conflict between their

personal interests and those of the charity. It is responsibility of the trustee(s) to identify and declare conflict of interest, prevent the conflict of interest from affecting or influencing the decision-making process, and take appropriate steps to record the conflict of interest and how it was dealt with. Trustees must take all reasonable steps to prevent any conflict of interest from interfering with their ability to make a decision that is in the best interests of the charity.

7. Trustees must ensure their charity is carrying out its purposes for public benefit.

It is responsibility of the trustees to ensure that the charity is carrying out the purpose for which it was set up. As a trustee of the charity, you are required to understand the work of the charity; plan the direction of work for the charity; explain the charity's activities further or support its aims, and understand the public benefits carried out by the charity.

