

# Management committee member (Trustee) role description



## About SGDEN

South Gloucestershire Disability Equality Network (SGDEN) works to make life better for disabled people in the area.

We bring together local disabled people and the organisations who work with them to speak out collectively about what will improve lives.

We aim to provide services and events useful to disabled people through events, open meetings, newsletters, social media and work with other local organisations.

## About the role

We are seeking people with an interest in or knowledge of disability issues, who are committed and driven to take action.

Over the coming period we will continue to focus on disabled people who feel or are at risk of isolation and primarily the [Can't Wait](#) scheme, enabling people who need it to have quick, discreet access to toilets, helping people have the confidence to get out and about. We need members who can use their expertise for the benefit of the organisation, particularly with regards to **leadership and governance**, to help ensure the committee fulfils its responsibilities.

We hope to convert to a CIO in the future, which would mean that committee members become trustees, and must accept the responsibility that this brings.

## What will I be doing?

- Ensure that SGDEN complies with all relevant policies and procedures, charity law, its constitution, and any other relevant legal legislation for a small organisation
- Attend and actively contribute to committee meetings, currently bimonthly in Yate, ensuring that all members adhere to the responsibilities of the role and disabled people are at the heart of everything we do. [Please note frequency of meetings will be under review, with committee meetings likely to move to quarterly]
- Take responsibility for agreed actions and report on progress
- Contribute to reporting as necessary
- Help ensure that the organisation is well-managed

- Help the committee to think strategically about the work of SGDEN and potential outside influences on our work
- Attend and represent SGDEN at internal and external events where possible

### **When/where will I be volunteering?**

Meetings currently take place on a Tuesday at around 3pm in Yate, at an accessible location. If you have work or other commitments which would preclude you attending all of the meetings, please do still get in touch – we are open to changing meeting times. Other duties can be carried out flexibly and from home.

### **What skills and experience do I need?**

- Empathy with the ethos of the organisation
- Experience in being a trustee or working in a similar professional role would be a benefit
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity trustee
- Pro-active, able to motivate yourself and take initiative

*To maintain diversity on the committee, we would particularly welcome applications from younger people and from women. We also particularly welcome applications from disabled people and carers.*

### **How do I apply?**

Please email to [sophie@sgden.org.uk](mailto:sophie@sgden.org.uk) or post to SDGEN c/o CVS, Poole Court, Poole Court Drive, Yate BS37 5PP:

- Your CV
- Contact details for two references, one of whom should be in a professional context (one or both references may be taken up)
- A completed application form (please contact us for a copy)

For an informal chat about the role and/or SGDEN, please get in touch with Sophie. We are also happy for interested people to come along to a meeting before officially applying.