



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 act.

Over the coming period we will continue to focus on disabled people who feel or are at risk of isolation, disability hate crime, and health and fitness. We need members who can use their expertise for the benefit of the organisation.

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 quarterly committee meetings, ensuring that all members adhere to the responsibilities of the role and disabled people are at the heart of everything we do.
- Take responsibility for agreed actions and report on progress.
- Contribute to reporting as necessary and 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?

Volunteering will be within South Gloucestershire. If you have work commitments which would preclude you attending all the meetings, please do still get in touch. Other duties can be done 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 of benefit.
- Sufficient professional fundraising/income-generation knowledge
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity trustee
- Pro-active, able to motivate yourself and take initiative.

How do I apply?

Please email [**info@sgden.org.uk**](mailto:info@sgden.org.uk) with the following to apply:

- Your CV.
- Two references, one of whom should be professional.
- A completed application form (please contact us for a copy)

Or you can apply by post to:

SGDEN

c/o Paul's Place (South West),

Coalpit Heath Cricket Club, Serridge Lane, Coalpit Heath, BS36 2TT

We look forward to hearing from you.