



**SURVIVORS OF
BEREAVEMENT
BY SUICIDE**

TRUSTEES APPOINTMENT APPLICATION

National Office,
The Flamsteed Centre,
Albert St.,
Ilkeston,
Derbyshire.
DE7 5GU.
Tel 0115 9441117

Sobs.admin@care4free.net
www.uk-sobs.org.uk
National Helpline 0300 111 5065

PROPOSED TRUSTEE APPOINTMENT STRUCTURE

1. Application or nomination

2. Welcome Letter – Enclosing

3. Application discussed at next Trustee meeting after all documents returned
 - (a) Applicant invited to attend two familiarisation meetings if application approved
(Applicant would not be able to vote)
 - (b) Prospective Trustee Induction pack and all documents listed
 - (c) Applicant informed of decision not to approve application

4. If approved Applicant attends two familiarisation meetings and decides if they want to proceed

Existing Trustees to decide at the next meeting whether to offer appointment

Applicant would not be invited to this meeting

5. If applicant is offered the appointment there would be a 6 month probationary period



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Dear

Application to become a Trustee

Thank you for expressing an interest in becoming a Trustee of Survivors of Bereavement by Suicide. I enclose an application pack, which explains the procedures involved and the forms which we require you to complete.

Please could you read the documents named in the induction pack, then complete the forms and return them to me at this office. Your application will then be considered at the next Trustees' meeting.

If you decide you no longer wish to be considered as a Trustee, please could you let me know.

If there is anything else you wish to discuss, please do not hesitate to contact me.

Yours sincerely,

Eric Thwaites
Company Secretary/Administrator

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ABOUT SURVIVORS OF BEREAVEMENT BY SUICIDE

Survivors of Bereavement by Suicide is a self-help Voluntary organisation. We exist to meet the needs of those bereaved by suicide of a close relative or friend. Most of those helping have themselves been bereaved by suicide. We aim to provide a safe, confidential environment, in which bereaved people can share their experiences and feelings, so giving and gaining support from each other. We strive to improve public awareness and maintain contacts with statutory and voluntary organisations.

Survivors of Bereavement by Suicide is a Charitable Company – an Incorporated Charity Trust Limited by Guarantee.

Survivors of Bereavement by Suicide Trustees

We can have up to thirteen Trustees. These do not have to be survivors. Trustees Responsibilities and Personal specification attached. Trustees' role involves:

- Voluntary – no payment
- Working role – this varies according to individuals' interests and the time they can commit.
- Interesting and stimulating
- Trustees' meetings are held on Saturdays in Derby and can last between four and six hours.
- Meetings are every two months
- Because we deal with issues that are about and will affect survivors, we think it is important that if you are a survivor, that it is at least three years since your bereavement

Roles of Survivors of Bereavement by Suicide Board Members

- **Chairperson**

Prepares agenda, schedule board meeting, chair and facilitate board meetings, monitor that decisions taken at meetings are noted and make sure agreed actions are taken forward, bring impartiality and objectivity to decision making. Support the work of the National Office by attending weekly meetings with the Administrator and by being available at all times for advice.

- **Company Secretary**

Keeps day to day accounts and oversees payments, ensure papers are filed with Charity Commission and Companies House etc., ensure that appropriate accounting procedures and controls are in place. The Company Secretary does not have to be a Trustee and the post is currently held by the Administrator.

- **Treasurer**

Oversees all finances and fundraising. Make sure that we have sufficient funds for the foreseeable future. The current Treasurer also attends the weekly office meetings.

- **Helpline Organiser**

- Draws up the monthly Helpline rota and keeps in contact with the Helpline Volunteers
- All Trustees support the work of the National Office as necessary
- Trustees will support the work of groups and offer help and advise when required
- Other roles will be taken up by Trustees by agreement with the chairperson

If you are interested in becoming a Trustee, please contact the National Office, 0115 9441117, or e mail sobs.admin@care4free.net and one of the Trustees will get back to you. An application form is attached to this letter.

TRUSTEE RESPONSIBILITIES AND PERSON SPECIFICATION

The role of a Trustee is to receive assets from donors, safeguard them and apply them for a charitable purpose according to the wishes of the donor.

Statutory Responsibilities

The statutory responsibilities of a Trustee are to:

- Ensure Survivors of Bereavement by Suicide complies with our Memorandum and Articles of Association, Charity Commission, Company Law and any other relevant legislation or regulations
- Ensure Survivors of Bereavement by Suicide pursues our objects as defined in our Memorandum and Articles of Association
- Ensure Survivors of Bereavement by Suicide uses our resources exclusively in pursuance of our objects
- Ensure Survivors of Bereavement by Suicide does not spend money on activities which are not included in our objectives, no matter how worthwhile or charitable the activities
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to Survivors of Bereavement by Suicide; set overall policy, define goals, set targets and evaluate performance against agreed targets
- Safeguard the good name and values of Survivors of Bereavement by Suicide
- Ensure the effective and efficient administration of Survivors of Bereavement by Suicide
- Ensure the financial stability of Survivors of Bereavement by Suicide
- Protect and manage Survivors of Bereavement by Suicide property and ensure proper investment of Survivors of Bereavement by Suicide funds
- Appoint senior employees and monitor their performance

Other Responsibilities

In addition to the statutory responsibilities, Trustees should help the Board of Trustees reach sound decisions. This includes:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives

- Other issues in which the Trustee has special expertise

Person Specification

A Trustee should have the following key attributes and qualities:

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty and leadership

TRUSTEE APPLICATION

Résumé of Skills, Experience and Special Interests

Personal Details

Name:

Contact Address:

.....Postcode:

Date of Birth:

Home Telephone Number:

Mobile:

E Mail:

References

Work Referee (paid or unpaid work)

Name:

Address:

.....

Postcode:

Telephone Number:

Mobile:

Character Referee

Name:

Address:

.....

Postcode:

Telephone Number:

Mobile:

Employment History (paid or unpaid) or Attach C V

Start with the most recent

Employer's Name:

Employer's Address:

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Postcode:

Employment Start Date:

Employment Finish Date:

Responsibilities and Duties:

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Employer's Name:

Employer's Address:

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Postcode:

Employment Start Date:

Employment Finish Date:

Responsibilities and Duties:

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Employer's Name:

Employer's Address:

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Postcode:

Employment Start Date:

Employment Finish Date:

Responsibilities and Duties:

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Work experience or involvement with the voluntary sector

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Special skills, knowledge or expertise which you are prepared to use for the benefit of 'Survivors of Bereavement by Suicide'.

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Short biography (maximum 200 words).

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Are you willing and able to be considered for election to subcommittees or working parties?

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Could you please state the main reason for applying to becoming a Trustee of Survivors of Bereavement by Suicide.

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Are there any members of your family/partner serving on our Board of Trustees at the present time?

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Have you been Bereaved by Suicide? If so how many years.

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Signature:

Date: