TRUSTEE APPLICATIONS

YOUR CHANCE TO INFLUENCE THE DEVELOPMENT OF THE THERAPY PROFESSION

CLOSING DATE 26th August 2023

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

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College of Sexual and Relationship Therapists

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COSRT IS SEEKING APPLICATIONS TO BE A TRUSTEE

We are looking for applications to be a Trustee from people 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 continue our position as a sector-leading organisation.

Appointments will be made by a COSRT Membership vote at the 2023 AGM held in October.

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 and related meeting expenses may be claimed.

WHO WE ARE & WHAT WE DO

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

WHAT WE ARE LOOKING FOR

We are looking for applications for four general Trustee positions (one vacant position and three open for nominations due to standard rotation). We are looking for people

with the skills described in the Person Specification (below) but are also interested in applications from anyone with a passion to work with others to further develop the provision of high quality therapy for all.

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

PERSON SPECIFICATION

The applicant should have:

- Knowledge and experience related to ethics and professional standards; strategic planning and reporting; regulation; training development and delivery; and/or or other demonstrable skills that will enhance the board.
- Experience of working with 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 up to 4 hours per month on average.
- A willingness to attend meetings and events relevant to their role.
- Commitment to the vision, mission, values, and activities of COSRT.
- Understanding and acceptance of the 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 and financial 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 weekdays. It is anticipated that up to two meetings per year are in person at a central location agreed by the Board.
- Trustees are expected to actively support on-going strategic work.
- Trustees may 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 contribute to decision making 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.

RESPONSIBILITY OF A TRUSTEE

- Keep up to date with relevant issue areas relating to COSRT and the wider therapy sector.
- Be a source of advice and guidance to trustees and staff on issues relating to COSRT and the wider therapy sector.
- 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 the disciplines it represents.

NEXT STEPS

Please send your completed application form along with a full CV to info@cosrt.org.uk.

All completed applications must be received by midnight 26th August 2023.

Following the closing date, applications will be vetted to ensure they are eligible. All eligible candidates will be informed by 30th August 2023.

Trustees will then be appointed by a membership vote at the annual AGM in October 2023. Before that, we will send the membership the following to aid decision making:

- Applicant's CV
- Applicant's responses to questions on the application form.
- 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.

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Registered Charity 1101961.