



TRUSTEE INFORMATION PACK

BulliesOut[®]
www.bulliesout.com

**THANK YOU FOR YOUR INTEREST IN JOINING THE
BULLIESOUT BOARD OF TRUSTEES AND FOR
TAKING THE TIME TO READ THIS INFORMATION.**

ABOUT US

BulliesOut, founded in 2006, is one of the UK's only charities dedicated to anti-bullying. Our work is delivered across the UK and each year, through our work we provide anti-bullying and well-being workshops, training, youth engagement programmes, counselling, and mentoring support to over 12,500 people each year.

Our mission is simple - to support individuals, schools, youth and community settings and the workplace through positive and innovative anti-bullying and well-being programmes and to empower individuals to achieve their full potential.

BulliesOut is award winning, and we work to create an environment in which people are encouraged to engage in meaningful activities that are challenging, creative and exciting, all of which raise awareness of and educate on the effects of bullying behaviour, build confidence and self-esteem, and empower them to speak out should they be affected by bullying behaviour in any way.

This is an exciting yet challenging time for BulliesOut, with the pressure of an increasingly tough financial climate as we respond to the growing demand for our services. With your support and expertise, you can help us to drive our charity forward, developing our income generating activity and building our capacity to continue to deliver a range of quality services to benefit more people in need.

You must be committed, share our passion for the Charity's aims and recognise the important part played by our dedicated team.

Our charity meets the 'Investing in Volunteers' Quality Standard and has done since 2009.

BulliesOut was the first volunteer led and run organisation to achieve this Quality Standard in 2009. We hold several Awards, including those for our Peer Mentor Programme, 3 Quality Standards and are members of the Anti-Bullying Alliance, the CPD Certification Service, the Helplines Partnership, the WCVA and C3SC.



BulliesOut has a number of established partnerships and commissioning relationships with a range of partners.



OUR VISION, MISSION AND CORE VALUES:

Vision

Our vision is for all individuals to recognise their self-worth and potential and to flourish in a positive, caring environment free from oppression and abuse.

Mission

To support individuals, schools, youth and community settings and the workplace through positive and innovative anti-bullying and well-being interventions and to empower individuals to achieve their full potential.



Ambitious:

We are ambitious, hardworking and dedicated to supporting those we work with.

Community:

We will continue to collaborate with organisations and partners in the community to complement the existing resources available.

Empowerment:

We will strive to deal with the systemic issue of bullying and empower our beneficiaries to speak out and inspire change.

Excellence:

Leading the field in best practise and high standards. To continue to grow and deliver our services with experience, passion and skill.

Integrity:

We are honest and fair and consistently act in-line with a moral code in all that we do.

OUR WORK

Education

Through our innovative, interactive workshops and training programmes, we use our experience, energy and enthusiasm to focus on awareness, prevention, building empathy and positive peer relationships all of which are crucial in creating a nurturing environment in which young people and staff can thrive.

Training

BulliesOut provides unique and interactive training courses for youth, education professionals and the workplace. Our training can be centre based or delivered in-house. We can tailor trainings to meet the needs of our beneficiaries, exploring a range of mentoring and anti-bullying themes.

Awareness

Bullying is often talked about but can also be misunderstood. Developing a fuller awareness of how bullying can manifest, how it can be prevented and how it should be dealt with, will help both sufferers and perpetrators disengage from the bullying cycle.

Support

Children and Young People who are bullied or bullying need support and specific, practical tools to move beyond the position they find themselves in. BulliesOut is a time-limited, solution focused anti-bullying service which provides just that.

BulliesOut is an unincorporated registered charity, number 1123070, with membership and is governed by a Constitution.

TRUSTEES - BULLIESOUT

Remuneration: The role of a Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed

Location: Cardiff

Time commitment: Approximately 10 Board meetings per year, plus reading time. Additionally, Trustees are also encouraged to represent the Charity at relevant events and meetings with key stakeholders. To ensure sustainability, Trustees are asked to commit to a minimum of 3 years.

Reporting to: Chair of the Board of Trustees

The Role and Duties of a Trustee

Trustees are there to lead, guide and change - If things go wrong, it's the trustees that may be called to account. Trustees need to be aware of this and act in the best interests of the organisation and its beneficiaries, following all requirements of law and regulation. This is sometimes referred to as the need for 'due diligence'.

To enable the organisation to meet its aims, trustees should perform the following functions:

- Set and maintain the vision, mission, and values of the organisation
- Develop direction, strategy, and planning
- Ensure the organisation has the structure and resources for its work
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers, and employees
- Establish systems for reporting and monitoring
- Manage risk and ensure compliance and accountability with the governing document, external regulators, and the law

- ➡ Make certain that the financial affairs of the organisation are conducted properly and are accurately reported
- ➡ Play a full part in Board meetings, and to arrive at balanced and objective decisions, in the performance of agreed role and functions
- ➡ Along with other Trustees ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations

Trustees should be a strong advocate of the work of BulliesOut. They should be Ambassadors and promote the work of the organisation wherever they can, and where possible, represent the organisation at external events and meetings.

Staff and Volunteers

The trustees have responsibility for the overall governance and direction of the organisation and have a duty of care for volunteers and staff.

With paid staff, it's important to be clear about separate roles and responsibilities, and legal liabilities. There should be policies and procedures on delegated decision making and tasks. Some tasks should not be delegated to staff, eg: the recruitment, support, supervision and appraisal of your lead employee, final decisions on key staffing issues such as disciplinary and grievance procedures.

Trustees have key legal obligations including:

- ➡ Ensuring employees receive written terms of employment
- ➡ Consulting with employees regarding redundancies, mergers and health and safety
- ➡ Ensuring employee liability insurance is in place
- ➡ The lines between governance and management are easily blurred, particularly for organisations without paid staff. But the broad difference is that governance is about strategy, and management is about operations.

GOVERNANCE

- ➡ Overview of organisation as a whole
- ➡ Long-term direction
- ➡ Processes and frameworks for effective working
- ➡ Accountable for non-operational actions and decisions

MANAGEMENT

- ➡ Day to day operation of project
- ➡ Short to medium term implementation of plans
- ➡ Detailed planning and supervision
- ➡ Responsible for service delivery

Specific Roles

Whilst each trustee has equal legal and financial responsibility, there are specific roles such as Chair,

Treasurer and Secretary. Their roles can vary between different organisations, but there are some **core duties**:

CHAIR

The Chair has a leadership role and is usually delegated the line-management of the Chief Executive on its behalf. Key duties can include:

- ➡ preparing agendas for the meeting in consultation with the staff and other trustees
- ➡ ensuring meetings are run efficiently, and discussion and decision-making is democratic and fully participative
- ➡ holding the casting vote in the event of a split decision
- ➡ ensuring that AGMs and EGMs are carried out according to the governing document.

The Chair may also represent the organisation at external events and meetings, act as a cheque signatory, and take part in staff recruitment. Many organisations also appoint a Vice-Chair to share the workload and deputise for the Chair.

TREASURER

It's important that all trustees collectively play their part in financial monitoring and decision making. The treasurer's primary role is to assist and advise the board in overseeing the even if paid staff deal with much of the day-to-day financial business. Some of the tasks can include:

- ➔ assisting with accounting for the organisation's finances
- ➔ issuing receipts for cash received, keeping records of cash paid out, and being a counter signatory to any major banking transaction
- ➔ overseeing bookkeeping
- ➔ presenting financial reports, raising issues, and answering questions at regular meetings and the

AGM

- ➔ liaising with the auditors or financial examiners for the annual review of accounts
- ➔ ensuring statutory returns are made to any relevant regulators

SECRETARY

The Secretary can be responsible for many specific tasks. These can include:

- ➔ convening meetings and booking rooms
- ➔ dealing with correspondence and being a cheque signatory
- ➔ preparing agendas for meetings (in consultation with the Chair)
- ➔ taking the minutes of meetings and ensuring back-up information is available where required
- ➔ Preparing minutes for the Board

As a Trustee, the commitment and energy you display will make a direct difference to the charity and everyone it helps. You don't have to be a hero or famous to change lives for the better – trusteeship allows you to do just that.

Being a trustee can be challenging and for most, it's unpaid. Trustees ensure their charity has a

clear strategy, and that its work and goals are in line with its vision. Trustees' role in a charity is to be the 'guardians of purpose', making sure that all decisions put the needs of the beneficiaries first. They safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation.

They make sure these are used well and that the charity is run sustainably. Trustees are not usually involved in the day-to-day running of the charity. This is delivered by our small but committed team who are led by our Founder/ CEO. Instead, they play the role of 'critical friend' to the Chief Executive by giving support and by challenging – in a supportive way – to help them manage effectively.

However, in smaller charities like BulliesOut, with no or few employees, until the charity grows, trustees may need to take a more hands-on role too.

The trustees have the ultimate responsibility for the charity, for its property, finances and the well-being of any staff and volunteers. But being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development and while you bring your skills, enthusiasm, and energy to the charity, you will also find you are gaining new experience and knowledge.

For instance, you will help plan the strategic future of the charity and its work and make policy decisions for the charity. You will also ensure it's accountable to its beneficiaries, to the Charity Commission and the public in general. But you won't be on your own. You'll be joining a team of committed individuals and becoming part of the 900,000 charity trustees in England and Wales.

Effective trustee boards need a range of people with a good mix of skills. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience. But most of all, trustees need to be committed.

The rewards of working with, and learning from, people from different backgrounds and skills will be great. You can make a difference to society, to our beneficiaries and to supporting BulliesOut to deliver its charitable objectives.

IF YOU WISH TO APPLY FOR THE POSITION OF TRUSTEE WITH BULLIESOUT, PLEASE SUPPLY THE FOLLOWING:

Completed Application Form

Curriculum Vitae

An up-to-date CV setting out your career history, and covering letter, or supporting statement, which fully addresses the criteria in the role description and person specification. First stage, you would be expected to attend a panel interview, along with two Trustees and the CEO. Through the process you will be expected to attend an initial board session and meet the rest of the BulliesOut board. Final decision to be presented to Board.

Referees

Details of two referees who can speak authoritatively about you, together with a brief statement of the capacity and over what period they have known you. Referees will not be contacted without your prior consent.

Your Personal Information

Your personal information will be held in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. You will not receive unsolicited paper or electronic mail because of sending us any personal information.

When we ask for your personal information:

- We only ask for what we need, and do not collect too much or irrelevant information
- We ensure that you know why we need it
- We Protect it and, in so far as is possible, make sure no one has access to it who shouldn't
- We make sure we don't keep it longer than necessary
- We use your information only for the purposes you have authorised

We will deal with your application as quickly as possible and advise you regarding each stage of the process by email.

If you have any queries, please contact:
trustees@bulliesout.com

Thank You.



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