



**we  
STAND**

# **We Stand Board Handbook**



**With families impacted  
by Child Sexual Abuse**



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# Welcome letter from our Chair

Hello! My name is Tessa Cole and I am the Chair of Trustees for We Stand.

This handbook is for existing board members and for those considering becoming a member of the We Stand Board of Trustees.

The document aims to provide information about We Stand – what it does and how it goes about it, as well as the guiding principles and ethos of the organisation.

It also demystifies the duties and responsibilities involved in being a charity trustee from a general perspective and outlines in more detail the roles and responsibilities relating to We Stand and how our Board operates.

Thank you for taking the time to find out more about what our organisation does and how it operates. We are proud of the impact that We Stand has on the lives of the families we support.

We hope you will find it useful.

Many Thanks,

Tessa

# Introduction to We Stand

## Vision and Mission, and Values

**Our Vision:** All families of children who have been sexually abused receive the help that they need to move on positively with their lives

**Our Mission:** To provide support in a non – judgmental environment for non abusing parents and carers of sexually abused children.

**Our Services:** We help families at a time of extreme trauma caused by child sexual abuse (CSA) – providing emotional and practical support to young victims, siblings and non-abusing parents/carers so that they can move on positively with their lives together.

**Our Holistic model** provides families with support along every step of the recovery journey. Clients typically benefit from more than one of our services as they progress forwards.

## Background to We Stand

Child sexual abuse is a systemic trauma impacting the whole family. Child victims face an increased likelihood of further abuse and life-limiting problems as a result. At the same time the whole family, without appropriate support, will struggle to overcome the collective trauma and provide the stability and support that a child victim needs.

It is estimated that one in 10 children will have experienced some form of sexual abuse before the age of 16 (CECSA 2023). In 2021/22 there was a 15% rise in the identification of child sexual abuse by police and children’s services, with referrals to Sexual Assault Referral Centres (SARCs) also increasing. However, prosecutions have dropped by around half in four years (NSPCC 2022). Cases are also taking longer to resolve. This trend is reflected in We Stand’s work, with a 127% increase in calls to our helpline since 2020. At the same time, it is estimated that far more children are being abused than services currently identify (CECSA 2023).

We Stand is the only national charity that specialises in helping non-abusing parents and carers to protect and support their sexually abused children. We receive calls every day from those who have just found out that their child has been abused. While some organisations focus solely

on the child, our model empowers the whole non-abusing family to heal and move forward together. We act as a 'one stop' point of information, guidance, therapeutic and training support.

## History of We Stand

Founded from a grassroots support group, Mosac was formed in 1992 after four mothers whose children had been sexually abused were brought together by Greenwich Social Services. A support group, facilitated by two social workers was provided for the mothers, which ran alongside a group for their children. It followed a therapeutic programme enabling the women to share an invaluable space, in order to process their experiences.

The groups ran for ten weeks and towards the end the mothers realised how much it had benefited them. They reflected on the advantages of having a private space and how being accepted by non-judgemental attitudes had helped them come to terms with what had happened. How this in turn had enabled them to help their children recover with a more positive outlook. They thought about ways in which they could reach out and give support to other women who were or had been in similar situations.

After much research they identified that via a Helpline they could offer support to many women, that also within the local area a befriending service could enable mothers to receive personalised support. With money raised from a variety of sources and small donations, the Mosac Helpline was launched on the 10th September 1992. It was covered by four women, five days a week and ran in the home of one of the founders.

After the Helpline had been operational for a year they applied to Greenwich council for a grant. In order to get this, they had to satisfy certain criteria, namely to form a Management Committee, adopt a Constitution, and supply proof that the work they were doing was ethical and reaching the client's needs.

Social Services at that time provided free, essential supervision. Monitoring forms were introduced to all Helpline callers, in order to provide feedback, ethnicity and ways to improve the service.

In the first year they were awarded a start-up grant of £500. They were evaluated by the council each year and in 1993 Mosac gained charitable status.

Over time and due to family commitments they lost two founders, creating huge demands on the remaining members. They recruited new volunteers but what was highlighted was the need for separate accommodation for the Helpline.

Valuable contacts who believed in Mosac arranged for the women to be housed rent free, in a Social Services building, and in January 1994 they moved to Greenwich.

Throughout their time there, Mosac continued to grow, and with increased funding employed a part time Coordinator. At that time, volunteer levels did fluctuate and overtime Mosac recognised there were restrictions in only recruiting volunteers who had had lived experience of CSA, a criteria up until then. They looked at ways to tackle this challenge and with the introduction of specific training, they expanded the criteria for volunteering enabling the recruitment and training of more varied background experience of volunteers.

**Overview of the current organisation and key services**

We Stand sums up who we are. We are an organisation that stands together with people in their darkest moments, we are also an organisation that stands up for justice and we will work to influence the system that makes it so difficult for our families to move forward together. This was reflected in feedback from our clients and volunteers:

*“You often feel like you're standing alone. ‘We Stand’ feels good because not many people do stand with you on this journey but here [at the charity] people do stand with you. If someone has gone through this, this name would resonate with them...”*

**Our services**

Helpline	Available nationwide, a safe, non-judgmental space; a listening ear and invaluable support for often in times of crisis.
Creative therapy	Child victims and their siblings are supported to make sense of traumatic and confusing experiences in a safe supportive environment.
Parent counselling	Protective parents and carers are supported to rebuild their confidence, alleviate isolation, and gain skills to safeguard their children going forward.
Parent training	Non-abusing parents and carers can attend one-to-one and group sessions including 'Therapeutic Parenting', and 'Having Difficult Conversations'.
Legal advice	Practical help and guidance with court proceedings; advocating with third parties such as social services; and support with issues such as divorce.



## 1. Helpline

Our free national helpline provides confidential, non-judgmental, and informative support to parents, carers, and professionals working in the field. Lines are open Monday to Thursday from 10am, closing at 2pm, 4pm or 6pm, depending on available volunteers. Our fully trained and experienced volunteers, supported by a dedicated member of staff, help callers explore ways to cope in the moment and determine a way forward. Each caller receives a needs assessment, providing insight into their immediate circumstances, wants, and needs. This might include referral to other We Stand services or connecting them with partner organisations.

The helpline is a critical and growing part of our work, not only because it is the access point to all other services, but in setting the tone and giving each client an understanding of how it might feel to access more in-depth support. In the coming year we anticipate up to 1200 new callers.

*"It was such a relief speaking with you. Thank you for your time and wisdom. Everything you shared made sense and it was good to be heard, not judged, and understood."*

*"The power of speaking to someone who has the experience and empathy to be there in just the right way for me. To listen to me, to encourage me and provide a ray of light in very dark times."*

## 2. Children and young people's services

After experiencing sexual abuse, a child—whatever their age—may have feelings that are difficult for them to understand and cope with. They may feel responsible for and/or angry about what has happened to them; they can feel guilty and confused, and they may fear what will happen next. Our creative arts therapy is open to child victims up to the age of 16, and their siblings, so long as their non-abusing parent or carer is engaging in their own counselling.

*"Talking about problems can be hard for children. The service at We Stand uses a non-directive, child centred approach that allows children to explore their thoughts and feelings, without having to use words to articulate themselves."* ClaraJane Lewis, Children & Young People's Manager

As a result of the program, participants will:

- Have an increased understanding of personal boundaries and how to apply them.
- Experience improved listening and concentration skills, both at school and home.
- Feel able to ask for help when they need it.

*"There has been a complete change in the way my child reacts and interacts with her siblings. She shows more compassion and understanding in disputes, being calmer and more in control of herself."*

*"He [the child] has developed more meaningful and established friendships over the course of the year. He is also less prone to start fights with his sibling."*

To complement traditional creative arts therapy, and in direct response to feedback and requests from parents and carers, this year we devised a programme called Parent Child Relational Play. Content focuses on the importance of secure attachments, appropriate boundaries, and strengthening relationships through play. The programme allows parents and carers to take their learning and practise this at home with their child, rebuilding strong and trusting relationships.

To build on this, we are introducing a new Young People's Counselling service to work one-to-one with young people aged 14 - 21. Some young people told us they were discouraged by the idea of 'creative arts therapy', and wanted a more adult approach, akin to traditional 'two chair' therapy. The new service will combine talking therapy and creative tools to support young people to process trauma in an age-appropriate way. Our therapists will have the skills needed to move between talking and creative arts approaches, such as drawing, guided visualisation or sand tray work.

### 3. Parent counselling

Non-abusing parents and carers experience feelings of loss, isolation, guilt, anger, and anxiety, while also dealing with significant life changes and tending to their family's day-to-day needs. Our counselling service provides a safe, confidential, non-judgmental space where they can feel supported and listened to. One-to-one sessions, whether online or in-person, provide the space needed to explore their experiences, understand conflicting feelings, and make choices that will minimise long-term damage to the family unit and enhance their future.

Target outcomes include:

- Improved mental health, well-being, and coping skills.
- Reduced isolation and loneliness as a result of being heard and believed.
- Ability to move forward with family life in a positive way.

*"I really feel like it saved my life, I was able to be heard and validated. It helped me find my feet when I was falling apart. Being understood with compassion helped me let go of so much anger I was holding on to. It helped me turn a corner."*

*"Attending We Stand is like a safety net and it is comforting to know that they understand the horrific situation that was presented to me as a mother. The guilt, anger and sheer frustration that lives with me and I have been carrying around..."*



At present, the service has a waiting time of three–six months, but we are working to bring this down by recruiting additional volunteers. We ask that they are working towards a Level 4 Diploma in Counselling recognised by the British Association for Counselling and Psychotherapy (BACP), as well as having relevant experience. To support recruitment, we have introduced a more comprehensive and structured volunteer support programme. This includes monthly check–ins, allowing volunteers to share experiences, and relevant professional development opportunities.

This year we started to explore the possibility of delivering face–to–face counselling work outside of our office in South London. We are in discussions with The Lighthouse in Camden, North London (<https://www.thelighthouse-london.org.uk/>), to deliver a limited programme of counselling. Placing volunteer counsellors in other organisations will give people access to our services in venues they are already familiar with. If successful, this is a model we hope to replicate elsewhere, giving clients the option of both an online and in–person service, regardless of where they live.

**Case study:** Niamh *(as written by a We Stand counsellor)*

Niamh (name changed), aged 47, lives with her husband and 19–year–old daughter. She contacted We Stand following a disclosure of sexual abuse by her daughter. The perpetrator was her son. Niamh wanted to find ways of alleviating her stress and anxiety.

In her first sessions she spoke of her fear of people gossiping and judging her family. She spoke of her devastation, anger, guilt, shame, and failures. She felt conflicted about her son who had been criminally charged but had not taken responsibility or accountability for what had happened. She talked about how much she still cared for him as a mother and would like to understand his actions. She realised that she may never get those answers. She explored her feelings of loneliness and isolation regarding her position as a mother of both victim and perpetrator.

Together we worked through her feelings, as well as her isolation and fear of the pending court case *(this has since been pushed back to March 2024)*. We explored her conflicted feelings towards her son and how this impacts how she sees herself.

As Niamh was self–aware, she had a good understanding of how she responds in stressful situations, which we were able to build upon. We worked on techniques to stay present in the here and now and not to focus on the past or worry too much about the future. Niamh stated that this was helping her to regulate emotions and calm negative thoughts. This became more apparent as the initial court date approached. While she stated she was feeling overwhelmed at times, she was also able to avoid falling into what she called her ‘pit of despair.’

As we approached the end of counselling Niamh’s CORE10 outcome scores dropped from 21 to 8 (CORE10 measures include anxiety, depression, trauma, functioning and risk to self; the highest score is 40 the lowest score is 0). Although she was sad that the counselling was ending, she acknowledged her increased understanding of emotions and ability to mitigate negative feelings.

We have encouraged Niamh to keep in touch and access other We Stand services in future if helpful.

#### 4. Training

##### a. Training for parents and carers

We understand how difficult parenting can be after a disclosure of child sexual abuse. To address this, we have developed a training programme which aims to help parents and carers support their children through trauma while regaining confidence in their parenting. We deliver a structured four-week group programme and tailored one-to-one sessions depending on need.

Since first piloting the work in 2021, the structure and content has evolved in response to delegate feedback. The current programme structure is as follows:

Group	Delivered online, two hours per session
Session 1	<i>'Understanding the impact of trauma on the brain.'</i>
Session 2	<i>'How to have difficult conversations.'</i>
Session 3	<i>'Therapeutic Parenting - creating safety, structure, routine, honesty and feelings.'</i>
Session 4	<i>'Therapeutic Parenting - behaviour, boundaries, negotiation, and consequences.'</i>

Prior to group or individual delivery, participants are sent We Stand’s ‘What is Abuse?’ resource. They also take away information on ‘Body Safety Rules’, ‘The Grooming Process’, ‘Holding Space for a Child’, ‘Staying Safe Online’, and ‘Self-Care’.

Target outcomes include:

- Parents are better able to respond confidently to the changing needs of their child/children.
- Parents are better able to cope with challenging situations, with greater resilience in their lives.
- Parents are better able to support the whole family, ensuring they can move forward together.

Recent anecdotal feedback has included:

*"I feel less guilt and shame, which was a constant. I am doing the best I can, in sometimes very difficult situations and circumstances."*

*"I am leaving behind feelings of isolation – I am not the only person going through this. I'm not the only parent supporting their child through such a terrible experience."*

*"I feel more in control of our lives, instead of always worrying that I could be making it worse and causing more harm than good..."*

### *b. Training for professionals*

For several years, we have offered ad-hoc training sessions for professionals who meet our client group, such as the police or those working in the legal system. With support from the Enterprise Development Trust, we carried out a feasibility study to establish whether there was an appetite for a more comprehensive, formal offer. We spent last year developing content that would appeal to and engage with a wide audience. We have now devised five one-hour lunchtime talks which can be accessed individually or as a series. Topics include the grooming process and working in a 'trauma informed' way to best support victims.

Our goal is to support professionals to better understand child sexual abuse, the impact of abuse on both the victim and their families, and for them to feel more confident and equipped to engage with families following a disclosure of abuse.

Key learning:

1. Building confidence in detecting and responding appropriately to allegations of sexual abuse.
2. How perpetrators operate, and understanding the non-abusing parent/carers response.
3. How to effectively work with parents/carers to provide appropriate support and protection.
4. Why children and young people have difficulty disclosing abuse and the consequences.

We also offer a one-day training ('Working with Families impacted by Child Sexual Abuse') that supports delegates to better understand abuse and its impact on the whole family.

All content is rooted in the cases of our clients and their experience of meeting statutory and other service providers, whether positive or negative. Recent anecdotal feedback has included:

*"The trainer was vibrant and engaging, and the content was delivered at the right pace and to the right depth for this type and level of training."*

## New development: Legal Services

We Stand's long standing advice service for families (*covering issues such as housing and working with social care*) continues to be valued by clients. In recent years however, there has been a growing demand for qualified legal advice from someone with specific expertise in child sexual abuse. Most of our clients are not eligible for legal aid (*the evidential threshold is high, and the financial threshold to qualify low*) but cannot afford private representation. They often find themselves navigating a complex legal system involving multiple agencies with little or no independent guidance or support. Even those who can afford legal support find there is limited understanding of sexual abuse and how this impacts the family. To help clients in situations like this, we have appointed a fully qualified in-house solicitor.

Direct support will include immediate risk reduction (*such as non-molestation orders*), explaining family law and processes, assisting the client to access justice and support throughout the process, and aiding the client to represent themselves. We will also provide complementary advice outside of family law, such as how to engage with the police and social services. The service will not extend to representing or acting on behalf of clients during court proceedings but instead focus on helping families to navigate the system with confidence and equip them with appropriate knowledge.

Our goal is to achieve the best possible outcome for abused children and the wider family while minimising stress and ongoing trauma. We will:

- Explain the legal process in-depth, why it is the way it is, and possible outcomes.
- Help complete mandatory tasks, such as writing a chronology of events or witness statements.
- Allow for questions to be asked and answered in full, at no cost to the client.
- Help clients preparing to act as a 'litigant in person' during court proceedings.
- Provide 'end-to-end' support to families throughout their engagement in the judicial system.

Each year, we will support a minimum of 150 new families, giving them direct access to family law-based advice and support. Feedback from our traditional advocacy work last year:

*"Thank you for being on my side and fighting in my corner. It helped keep me calm knowing you would be there."* Client following a Social Services meeting attended by We Stand

*"I thank you once again sincerely for your practical advice and support as without a word of exaggeration, it did mean a lot to me after much struggle about fully ensuring my daughter's safety."*

## **New service: South Wales**

While we have made a significant and positive difference to thousands of lives, our face-to-face work has, for 30 years, been confined to our offices in South London. The pandemic helped us to expand nationally through digital services, but we became increasingly alarmed by the lack of in-person provision available in other parts of the country.

With initial support from the Ministry of Justice, and in partnership with Valleys Kids ([www.valleyskids.org](http://www.valleyskids.org)), we are in the process of establishing our first in-person services outside of London, starting in South Wales; an area where there are currently no other specialist services taking a whole family approach to managing the consequences of abuse. We initially collaborated with Valleys Kids and other service providers to ascertain the level of demand and type of services needed. We combined this with the ongoing consultation of parents/carers, identifying what services they need for themselves and their children.

Starting in October 2023, we will provide a package of on-the-ground support across Swansea, Neath Port Talbot, Bridgend, Rhondda Cynon Taff, Merthyr Tydfil, Vale of Glamorgan, and Cardiff, including play therapy, adult therapy, parent training, and legal support. The entry point will remain our helpline, whether families make direct contact or are referred by a partner organisation. Services will be delivered from the office of Valleys Kids in Penygraig, working alongside their family team, with a satellite office planned in Cardiff.

In the first 12 months, we expect to support up to 180 families, with most expected to access two or three services during their time with us.

## **The We Stand Board**

### **Responsibilities of the Board and Trustees**

- 1) Take ultimate responsibility for directing the affairs of We Stand
- 2) Set and guard the mission and vision of We Stand
- 3) Set direction and develop strategic priorities
- 4) Protect the probity of We Stand and manage risk

- 5) Ensure compliance with the [Articles of Association](#) of We Stand
- 6) Ensure accountability and compliance with the law
- 7) Maintain proper fiscal oversight and adequate internal financial controls
- 8) Respect the role of staff/volunteers/ members
- 9) Maintain effective Board performance
- 10) Champion the work of We Stand
- 11) Oversee policies and procedures of We Stand
- 12) Select and support the Chief Executive

## How the Board works

The board is run by the Chair of the Board and is made up of volunteer Trustees.

The Board meets every six weeks and at each board meeting the Board discusses regular items including the minutes from the previous meetings and matters arising, service updates, finances and funding and risk management. In addition they will discuss other topics in more depth including; strategy, organisational plan, evaluation results and evaluation strategy and wellbeing.

In addition to the main board we have one sub-committee, the Finance and Audit Committee. The Finance and Audit Committee take delegated responsibility on behalf of the Board of trustees for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the charity is complying with all aspects of the law, relevant regulations and good practice.

This committee is made up of the following trustees, David Richards, We Stand's treasurer, and Rob Sargent. This committee meets monthly, and in addition to the trustees, is attended by Becky and our accountant, Zak Pathan

Further details of the governance arrangements that govern how the organisation and the board operates are detailed in the organisation's [Articles of Association](#).

## Board makeup

A list and description of each of the Board members is found on this presentation

[https://docs.google.com/presentation/d/1tqAdoZIP51nRa0DzxicPV8QToTqpvnfRyuds8xol\\_Vo/e/dit?usp=sharing](https://docs.google.com/presentation/d/1tqAdoZIP51nRa0DzxicPV8QToTqpvnfRyuds8xol_Vo/e/dit?usp=sharing)

[Board documentation](#) - including past board papers can be found here.

## **Board Code of Conduct**

This Code sets out the standards of behaviour expected of We Stand trustees. The Code incorporates the Nolan principles of standards in public life. It aims to ensure that all observe the highest standards of propriety and act in the best interests of We Stand.

### **Equality and diversity**

Trustees and committee members' behaviour and attitudes are consistent with the values of the We Stand and its Equal Opportunities and Diversity Policy.

### **Respect**

Trustees and committee members must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times. They must respect the role of staff and let them work unhindered.

### **Commitment**

Trustees and committee members must devote sufficient time preparing for and attending meetings to ensure they add value to the Board's or the committee's work.

### **No personal benefit**

Trustees and committee members must not benefit from their position beyond what is allowed by the law and what is in the interests of We Stand. We Stand staff time and resources must be used prudently. Trustees and committee members should take decisions solely in terms of the organisation's interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Conflicts of interest**

Trustees and committee members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict and they must declare any conflicts of interest to the Company Secretary as set out in the organisation's Articles of Association.



### **Probity**

Trustees and committee members must comply with any rules agreed by the Board including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise We Stand's reputation.

### **Openness and accountability**

Trustees and committee members must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of We Stand resources.

Trustees and committee members should disclose anything in their past which could bring We Stand into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict with the aims, principles and values of We Stand.

### **Confidentiality**

Trustees and committee members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

### **Integrity**

Trustees and committee members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the board or committee. Trustees and committee members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

### **Breach of the code**

Breach of the code of conduct may lead to the removal of a trustee from the Board. The approach for the termination of trustees is set out at a high level in the organisation's Articles of Association.

## Roles and Responsibilities of the key Board positions

The following section describes the specific roles and responsibilities of the:

- Chair of Trustees
- Vice Chair of Trustees
- Company Secretary
- Treasurer

### Chair of Trustees

Outside of the scope of the common statutory duties of a trustee, to which all should apply, the Chair of Trustees should also:

- Lead the Board and the organisation to enable it to fulfil its purpose.
- Act as a spokesperson and figurehead as appropriate.
- Supervise and support the CEO.
- Plan and prepare the board meetings with others as appropriate.
- Chair Board meetings ensuring:
  - A balance is struck between time-keeping and space for discussions.
  - Business is dealt with and decisions made.
  - Decisions, actions and deliberations are adequately minuted.
  - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support and supervision arrangements are made for the head of staff and any other staff/volunteers directly managed or reporting to the committee.
- Ensure that a successor is found before the term of office finishes.

## Vice Chair

Outside of the scope of the common statutory duties of a trustee, to which all should apply, the Vice Chair should also:

- Take on responsibilities delegated to them by the chair.
- Work closely with the chair of the board to establish a constructive relationship and share responsibilities.
- Support the work of the Chair, and deputise where necessary, in the execution of the following responsibilities, in order to:
  - Provide leadership to the charity and its Board, to ensure it operates within its charitable objectives, with a clear strategic direction for the executive team.
  - Ensure that Trustees fulfil their duties and responsibilities for effective governance.
  - Ensure that meetings are regular and effective.
  -
- Work with the Chair and Chief Executive Officer to ensure that sub-committees make effective and timely recommendations to the Board.
- Review the performance of the board.
- Assist with the recruitment of new trustees.

## Company secretary

Outside of the scope of the common statutory duties of a trustee, to which all should apply, the Company Secretary should also:

- Take, organise and circulate minutes from board meetings – covering all relevant material, and especially all decisions, as well as a clear list of votes in each case.
- Send welcome emails to new trustees containing useful onboarding information.
- Add new trustees to registers on Companies House and Charity Commission.
- Keep track of board actions/business, liaise with Chair, Vice Chair and board as appropriate.
- Keep track of board election dates, DBS checks and board training as applicable. Raise these to board when action is required and liaise with staff over DBS checks for board.
- Organise dates for board meetings – liaise with the CEO and Chair of Trustees for this.
- Keep records of trustees' declarations of interest.
- Coordinate with the CEO and Chair over circulation of board papers and minutes as needed.
- Support Chair, Vice chair and wider board with other internal governance matters as applicable.
- Help to ensure annual reports are filed in a timely manner.

## Treasurer

Outside of the scope of the common statutory duties of a trustee, to which all should apply, the Treasurer should also:

### Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

### Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

## **Board Training Requirements**

### **Essential Training:**

In line with our safeguarding policy, all trustees are required to complete Safeguarding training every 2 years.

There are two online training modules, one focussing on Children and Young People and one of Vulnerable Adults.

### **Recommended Training:**

For trustees who are new to boards, we recommend attending introductory training around the roles and responsibilities of Charity trustees. We will work with you to source the most appropriate training.