

## 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 take action, and in particular we are seeking someone with a background in **fundraising**.

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, particularly with regards to fundraising, to ensure that fundraising is of a high standard and priority.

We hope to convert to a CIO in the near future, which would mean that committee members become trustees, and must accept the responsibility that this brings.

### 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 committee meetings bimonthly in Yate, ensuring that all members adhere to the responsibilities of the role and disabled people are at the heart of everything we do. We also have a “working meeting” on the alternate month which we hope you would be able to attend. [Please note frequency of meetings will be under review]
- Take responsibility for agreed actions and report on progress
- Contribute to reporting as necessary
- 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?**

Meetings take place on a Tuesday morning in Yate, at an accessible location. If you have work commitments which would preclude you attending all of the meetings, please do still get in touch. Other duties can be carried out 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 a 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 to [sophie@sgden.org.uk](mailto:sophie@sgden.org.uk) or post to SDGEN c/o CVS, Poole Court, Poole Court Drive, Yate BS37 5PP:

- Your CV
- Contact details for two references, one of whom should be in a professional context (one or both references may be taken up)
- A completed application form (please contact us for a copy)