



TRUSTEE APPLICATION PACK

Written: July 2017, revised February 2023

Approved:

Introduction

Welcome to Kinergy and thank you for your interest in becoming a trustee.

Kinergy is a registered charity offering specialist counselling and group work to men and women who are survivors of sexual abuse and/or rape. Based in Kingswood, Kinergy works with people from the surrounding areas - South Gloucestershire and Bristol, and people travel from as far as Bath and North East Somerset.

As a Trustee, you will have the opportunity to express your ideas and to be part of an enthusiastic and dedicated organization. Kinergy is committed to ensuring that its' Board of Trustees represents the diversity of all that use our services.

We are specifically seeking board members with knowledge of fundraising, finance, strategic planning, criminal law, mental health issues and employment/charity law.

This information pack will tell you more about how you can apply to become a Board member and what being on the Board entails. In the pack you will find:

- About Kinergy,
- Information about what is involved in being on the Board,
- A description of the selection and induction procedure,
- Trustee role description,
- Chair role description,
- Vice Chair role description,
- Trustee application form.

What to do next?

Please read through the information in this pack and return the completed application form to lindseydowdell@gmail.com

We will contact you as soon as possible to discuss your application further.

Best wishes

The Trustees of Kinergy



About Kinergy:

Kinergy has **25 years' experience** of providing specialist counselling in recognition of the deep and far reaching effects of sexual abuse and rape. There is a deep understanding of how sexual abuse and rape can affect all areas of a person's life and the aim is to provide a safe, accepting and supportive environment where people can come to terms with the past, enjoy the present and look forward to the future.

Kinergy exists to support and empower people who have experienced rape and sexual violence at any time in their lives regardless of when they disclosed. This includes recent and historical (over a year) rape and sexual violence, and childhood sexual abuse. Kinergy provides survivors with one to one person-centered counselling.

Kinergy is a Registered Charity.

Kinergy is made up of a Board of Trustees, a management team, an office team and a team of counsellors.

Kinergy is a member of The Survivors Trust and is funded from a range of sources.

Kinergy's Vision:

Our vision for the future:

- That society; its organisations, institutions and governance ensure safe and informed environments (including homes) where people are free from the fear and experience of sexual violence.
- All survivors recognise sexual harm against them and find effective local support to cope with and overcome trauma and be empowered to rebuild their lives.
- All people understand the impact of sexual violence including from a gender equality and human rights perspective and stand alongside survivors without blame or judgment.

Services overview:

Counselling: We provide a specialist trauma informed counselling service which is delivered by trainee and experienced volunteer counsellors who provide one to one counselling. These sessions are offered in a safe confidential space at Mary Carpenter House in Kingswood or online, depending on the needs of the person. All our volunteers have thorough induction and training, delivered by Kinergy, specifically in working with men and women who have survived different forms of sexual abuse and rape, at different times in their lives. We offer high levels of supervision and all volunteers receive monthly individual and group supervision.

Group Work: We provide a range of groups, currently these include wellbeing groups to support people on our waiting list, somatic body mapping groups and we are developing others that we are hoping to deliver very soon.

The Board of Trustees at Kinergy – what is involved and what does it do?

The Board holds overall responsibility for employment and financial viability of Kinergy. However, all day-to-day activities are delegated to the salaried staff of the organisation. (See Roles and Responsibilities of the Board). A typical Board meeting will consider matters including the strategic direction of Kinergy, an update from staff on recent work undertaken by Kinergy and a financial report. Such documents are sent out several days in advance of the meeting.

What can you expect from Kinergy as a Board Member?

- The opportunity for you to develop skills and experience in a range of areas including governance, employment, equal opportunities, fundraising, publicity and networking, finance, and policy.
- To be able to access training and development opportunities.
- To contribute to a vital specialist local organisation.
- To be part of an enthusiastic and committed team.
- To be reimbursed for your out-of-pocket travel expenses.

What does Kinergy expect from you as a Board Member?

- To attend Board meetings on Monday evenings of every other month. Hybrid meetings take place at the Kinergy offices in Kingswood Bristol, or via Zoom between 6.30pm and 8:00pm.
- There may be additional ‘trustee only’ meetings as and when needed.
- To take part in sub-committees.
- To support Kinergy events and activities.
- To read through and be prepared to comment upon Kinergy policies and papers prepared for Board meetings.
- To act as an ambassador for Kinergy at events.
- To attend a minimum 75% of meetings each year.

Selection and Induction

1. Applicants will be invited for an informal interview with the Chair or Deputy chair of the trustees.
2. The prospective member will be invited to Kinergy to meet with the management of the organization and see the premises.
3. The prospective member(s) will be invited to attend a Board meeting and ask questions at the end of the meeting.
4. The prospective member will need to attend 3 meetings before being co-opted onto the Board.
5. New members will have an induction which will cover further details of the roles and responsibilities of Board membership including policies and procedures as well as learning more about Kinergy and meeting the staff.
6. Once co-opted, the office manager will arrange for the new member to complete appropriate forms to notify the Charity Commission and Companies House that she/he is a new Trustee of Kinergy. The new member will sign these as soon as possible and Kinergy will forward these to the Charity Commission and Companies House.
7. The new member will be elected formally as Trustee at the next AGM.



Kinergy Trustee Role description

Introduction

As the directing body of Kinergy, trustees have specific responsibilities. These include responsibility for directing the affairs of Kinergy, ensuring it is solvent and well run, and that it acts within company and charity law. Trustees are entrusted to look after the resources of Kinergy and ensure that these are used effectively for the overall purpose of the organisation. Trustees are accountable for their decisions and actions to the staff, the public, courts, funders and service users.

Summary of main responsibilities;

- Ensure that Kinergy complies with its Memorandum and Articles, charity law, company law and any other relevant legislation or regulations.
- To safeguard the good name and values of Kinergy.
- To ensure the financial stability of Kinergy.
- Employ and support the staff to manage the operation of the service.

Responsibilities:

- Protect and manage Kinergy's property and to ensure the proper and ethical investment of its funds.
- To appoint and support the employees.
- Prepare for meetings – including reading any documents or undertaking such research as necessary to contribute properly to discussions and decisions.
- Attend induction training during your first year as a trustee and thereafter any other relevant training.
- Attempt to undertake any training that will help to fulfil her duties and responsibilities as a trustee.
- Approve and review policies of Kinergy.
- To accept and support the decisions made by the Board.

Person specification

- Commitment to the work of Kinergy;
- Knowledge of the type of work undertaken by Kinergy and a wider involvement with the voluntary sector and other networks;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Understanding and knowledge of good governance;
- Strategic vision;
- Willingness to devote the necessary time and effort;
- Good, independent judgments;
- knowledge or experience of business and committee procedures is desirable;
- An ability to work effectively as a member of a team;
- A willingness to speak your mind.

Time Commitment

- The Board meets 6 times a year on the agreed (usually) Mondays of every other month. The meetings last one and a half hours.
- Attend further 'trustee only' meetings as and when needed – these will be no more than an hour a month.
- Reading of all board materials as well as emails in-between meetings.
- Attendance of a minimum of 75% of meetings will be required.



Kinergy
Board of Trustees' Chair
Role description

Introduction

The Chair of the Board of Trustees has a vital leadership and strategic function. They serve for terms of one-year (and up to a maximum of three consecutive terms) and are elected by other Board members on the basis of one member, one vote. The purpose of this document is to set out their key responsibilities and person specification.

Summary of main responsibilities:

- The effective facilitation of meetings and decision making.
- Lead on the development of the board ensuring its decisions are implemented.
- Take urgent action (but not decision making unless authorised) between board meetings when not possible or practical to hold a meeting.
- Support and undertake line management responsibilities on behalf of the Board of trustees, unless delegated.

Responsibilities:

- Providing leadership and direction to the Board to ensure that it promotes the success of Kinergy for the benefit of service users and, in particular, facilitating the setting of objectives in the context of Kinergy's vision, mission and strategic direction.
- Ensuring compliance with the Code of Conduct requirements.
- Approve the agenda for Board meetings in consultation with the management.
- Facilitate Board meetings to enable robust discussions, ensuring that (as far as possible):
 - all members and other attendees have the opportunity to contribute and that discussion remains focused
 - that decisions are clear and unambiguous, and that responsibility for taking forward action points is properly allocated
 - decisions reached represent the collective views of the Trustees or (in exceptional circumstances when consensus cannot be reached) a majority view;
 - all business is completed
- Ad-hoc work related to the furtherance of both the Board aims and objectives and Kinergy as a whole.

- Liaising with the Treasurer to ensure necessary financial procedures and reports are completed.
- Providing support to the management on behalf of the Board as required (unless delegated).
- Representing Kinergy when necessary and ensure that Kinergy is represented as required by the appropriate person.
- Ensuring that the Board of Trustees performance and that of individual members is reviewed in accordance with policy.
- Ensuring Board members update their skills, knowledge and familiarity with Kinergy as necessary to fulfil their role as trustees.
- Establishing a good working relationship with the staff, volunteers, other Trustees and the organisation as a whole.

Person specification

- Commitment to the work of Kinergy;
- Knowledge of the type of work undertaken by Kinergy and a wider involvement with the voluntary sector and other networks;
- Understanding and knowledge of good governance;
- Financial management including understanding of the difficulties currently faced by the voluntary and community sector is desirable;
- Experience of charity regulation at a strategic level is desirable;
- Understanding of effective support and line management for paid workers
- Ability to deliver formal line management (unless delegated)
- Experience of working on committees and / or boards is desirable;
- A strategic and collegiate approach to objective setting and decision taking;
- A willingness to devote the necessary time and effort;
- Good, independent judgment;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Good meeting, leadership and facilitation skills;
- Tact and diplomacy;
- Impartiality, fairness and the ability to respect confidences.

Time Commitment

- The Board meets 6 times a year on an agreed day every other month. The meetings last one and a half hours. Attendance at ad-hoc meetings will be required.
- Reading of all board materials as well as emails in-between meetings.
- The Chair meets with the Treasurer for approximately 1 hour every 2 months.
- It is important that the Chair is able to visit the Kinergy office and be available to the management on a regular basis in addition to Board Meetings.
- Other contact, through email or by phone, will be required.



Kinergy

Board of Trustees' Vice Chair Role description

Introduction

The Vice Chair of the Board of Trustees has a supportive leadership role to the Chair and the Board. They serve for terms of one-year (and up to a maximum of three consecutive terms) and are elected by other Board members on the basis of one member, one vote. The purpose of this document is to set out their key responsibilities and person specification.

Summary of main responsibilities;

- Support the Chair in leading the Board of trustees.
- In the Chairs absence to ensure the effective facilitation of the meeting and decision making.
- Lead on recruitment and the induction of new trustees.
- Take on the designated duties of the Chair in the event of their departure prior to re-election.

Responsibilities:

- Providing support to the Chair in order to effect leadership and direction to the Board to ensure that it promotes the success of Kinergy for the benefit of service users and, in particular, facilitating the setting of objectives in the context of Kinergy's vision, mission and strategic direction.
- Ensuring new Trustees receive an induction in accordance with agreed policy.
- Ensuring compliance with the Code of Conduct requirements.
- In the Chair's absence approve the agenda for Board meetings in consultation with the management.
- In the Chairs absence to facilitate Board meetings to enable robust discussions, ensuring that (as far as possible):
 - all members and other attendees have the opportunity to contribute and that discussion remains focused
 - that decisions are clear and unambiguous, and that responsibility for taking forward action points is properly allocated
 - decisions reached represent the collective views of the Trustees or (in exceptional circumstances when consensus cannot be reached) a majority view
 - all business is completed.

- Undertaking assignments at the request of the Chair or in the Chair's absence.
- Ad-hoc work related to the furtherance of both the Board aims and objectives and Kinergy as a whole.
- Providing support to the management, on behalf of the Chair and as required.
- Representing Kinergy when necessary and ensure that Kinergy is represented as required by the appropriate person.
- Establishing a good working relationship with the Chair, staff, volunteers and the other trustees.

Person specification

- Commitment to the work of Kinergy;
- Knowledge of the type of work undertaken by Kinergy and a wider involvement with the voluntary sector and other networks;
- Understanding and knowledge of good governance;
- A willingness to devote the necessary time and effort;
- Ability to be available in the Chair's absence.
- Good, independent judgment;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Good meeting, leadership and facilitation skills;
- Tact and diplomacy;
- Impartiality, fairness and the ability to respect confidences.

Time Commitment

- The Board meets 6 times a year on an agreed (usually) Monday of every other month. The meetings last one and a half hours.
- Reading of all board materials as well as emails in-between meetings.
- Attendance at ad-hoc meetings will be required.
- Completion of trustee recruitment and induction when necessary.

Kinergy Trustee Application Form

Name:	
Role you are applying for:	
Address:	Telephone Number(s)
	Day:
	Evening:
	Mobile:
	Email:
Have you any experience of voluntary/charity/management work? If so, please give details:	
Present Employment or Study:	
Education and Training:	

Please give details of any relevant skills, experience and abilities that you believe you could bring to the role:

Please tell us why you are interested in supporting the work of Kinergy:

As a member of the Board of Trustees you will be required to participate in at least one of the following areas. Please indicate which of these are of interest to you.

I am interested in this area (please tick)

Business / Strategic Development	
Training	
HR / Employment	
Finances	
Fundraising	
PR / Media	
Diversity / Inclusion	
Campaigning / Awareness Raising	
Data analysis	
Mental health assessment/evaluation	
<i>Other - please state:</i>	

Please give the details of two referees one of which should be of a formal nature -

Referee 1.

Name:

Address:

Phone:

Email:

Capacity known to me:

Referee 2.

Name:

Address:

Phone:

Email:

Capacity known to me:

By virtue of the Rehabilitation of Offenders (sections) Orders 1975 and (Northern Ireland) 1979, because of the nature of the voluntary work for which you are applying, this work is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders (Northern Ireland) Order 1978. Accordingly, you are not entitled to withhold information about convictions that would otherwise be considered as spent under the provisions of these orders.

A volunteer found to have knowingly given false information or to have willfully suppressed any material fact will be liable to disqualification or be asked to leave the project. It should be noted that convictions do not necessarily debar applicants.

Have you ever been convicted of any criminal offences? Yes / No (delete as appropriate)

If yes, please give details:

Because of the nature of Kinergys' work with vulnerable adults you are required to submit your details for an enhanced Disclosure and Barring Service (DBS) check.

Do you give your permission for this? Yes / No (delete as appropriate)

Declaration

I declare that:

- I am over 18 years of age.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship of a charity by a court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I am, in light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I do not have any financial interests in conflict with those of Kinergy (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement.

I certify that the information contained in this application form is correct. I understand that falsification of the information provided on this form may result in a disqualification or dismissal.

Signature:

Date: