The Circle, 33 Rockingham Lane, Sheffield, S1 4FW. Tel: 0114 2536644. Email: savte@savte.org.uk

**Information for Potential SAVTE Trustees**

**About SAVTE http://savte.org.uk**

SAVTE works with Sheffield communities and individuals to realise their potential through the development of practical English language skills and volunteering and the confidence to become more active, empowered and connected citizens.

We work in partnership with communities and community groups to respond to locally identified issues, through the provision of informal and inclusive volunteer-led English language support. We work with speakers of other languages, local organisations and relevant services to support people into new opportunities whether these are learning, volunteering or employment

SAVTE is a medium sized registered charity operated as a company limited by guarantee. The board of directors of the company are also trustees of the charity.

Photos and brief bios of the current trustees are available on our [website](http://savte.org.uk/savte-team/management/).

Board meetings are three times a year. We also have two small working groups of trustees

* The Resources Group which meets four times a year to look at finances and staffing
* The Community Learning and Teaching Group which meets four times a year – to plan SAVTE’s work and see how the work is going

We value the perspective and involvement of people from less represented groups. We welcome applications from those with lived experience of the issues of under represented communities, especially if they have been active in those communities, people with a multilingual background and those who have been ESOL learners.

**Trustee buddy**

All new trustees will be offered a trustee ‘buddy’ to help them become familiar with the charity. The buddy will be a more experienced trustee who can answer questions about SAVTE and its work, and about the Board and what it does, and generally support the new trustee to become confident in their new role.

The **Role of Trustees**

Here is a video from REACH Volunteering about the role of the trustee:

[What do you enjoy about being a trustee?](https://youtu.be/FiKQ62mJaNs) For more videos and information see <https://reachvolunteering.org.uk/guide/become-trustee>



**1. What trustees do**

* They make sure their charity has a clear plan, and that its work and goals are in line with its vision.
* They make sure that all decisions put the needs of the people the charity works with first.
* They safeguard the charity’s assets – both things like the charity’s property and other assets, such as its reputation. They make sure these are used well and that the charity is run sustainably.
* Trustees don’t usually do the day-to-day running of the charity. They delegate this to the staff, led by the Chief Executive.
* Trustees are the employers: they appoint and line-manage the Chief Executive and, through them, the staff team. They are responsible for good employment practices in the charity.
* They play the role of a ‘critical friend’ to the organisation by giving support and by challenging when necessary - in a constructive and supportive way.

**2. Key duties and responsibilities**

A trustee must:

* Ensure the charity is carrying out its duties for the public benefit
* Comply with the charity’s governing document and the law
* Act in the charity’s best interests
* Manage the charity’s resources responsibly
* Act with reasonable care and skill
* Ensure the charity is accountable

You can read more in [The Essential Trustee](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)  (a guide from the Charity Commission).

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf>

3. **Commitment**

* The appointment of a SAVTE trustee runs for 3 years and they may be re-elected for a second -term)
* Trustees are expected to attend board meetings, and also to join one of the two sub-committees or to work on a project
* Trustees are expected to be active in meetings, including preparing for meetings by reading papers before meetings
* Trustees are expected to develop a good understanding of their charity’s work e.g. by reading the charity’s website, newsletters and social media posts regularly
* Trustees are also expected to attend occasional training sessions and SAVTE events

Our trustees are required to comply with the Charity Governance Code: https://www.charitygovernancecode.org/en

**3. Eligibility to be a trustee:**

A trustee must be:

* at least 16
* properly appointed in accordance with the charity’s procedures
* **Not** be a bankrupt, have an unspent conviction for certain offences, be on the sex offender’s register

**4. Benefits of becoming a SAVTE Trustee:**

You will have the opportunity to share your skills, experience and bring a fresh perspective to SAVTE and become part of an organisation that is working to make a real and positive changes to people’s lives. In return you will work alongside a team of highly committed and experienced trustees and staff and gain new skills, knowledge and insights. Our trustees are all volunteers, but may claim travel and other reasonable expenses.

*Many thanks to the City of Sanctuary https://sheffield.cityofsanctuary.orgfor their help in creating this document.* Last revised March 2021