**Treasurer Information Pack**

**Position**: Treasurer and Trustee
**Salary**: Voluntary (covers reasonable expenses)

**About Us**

Forth Valley Rape Crisis Centre (FVRCC) was established in 2015/16 as a Scottish Charitable Incorporated Organisation (SCIO). We are a feminist organisation led by a voluntary Board of Trustees, who are women predominantly living or working in the area. Our current Board includes women from academia, the third sector, social work, museums, and the violence against women sector.

**Our vision and priorities are**:

* To provide a practical support service for survivors of rape and other forms of sexual violence.
* To work towards the prevention and, ultimately, the elimination of sexual violence by means including awareness raising and education.

The centre currently employs 12 paid members of staff and is supported by a growing team of volunteers.

We are a member of the Stirling, Falkirk, and Clackmannanshire Gender-Based Violence Partnerships: <https://nhsforthvalley.com/about-us/equality-and-diversity/gender-based-violence/>

**Our service**

* We support anyone (13yrs+) affected by any form of sexual violence.
* We provide an inclusive service: our support service is open to survivors of all genders, and we consciously focus on providing an inclusive and accessible environment to all. Unfortunately, our support space is not currently wheelchair accessible. While we are actively working towards increasing access, at the moment we are able to offer support at nearby accessible venues.
* The core work of the centre is to provide one to one support to survivors to support them to recover and heal from the trauma of sexual violence. The centre also offers group work to survivors. In addition, the centre supports family, friends and workers who are supporting someone affected by sexual violence.
* We are a partner in the National Advocacy Project, coordinated by Rape Crisis Scotland (RCS). Our Support and Advocacy Worker provides advocacy and emotional support to survivors who are reporting, or considering reporting, to the police with this process or with on-going criminal justice proceeding such as giving evidence or attending court.
* We are a partner in the national Rape Crisis prevention programme and deliver prevention work with children and young people across the Forth Valley area. This work is aimed at working with children and young people to explore and develop positive healthy attitudes regarding topics such as; sexual violence, social media, gender and consent.
* We deliver training and seminars to other professionals and agencies- such as Police Scotland and NHS Forth Valley- which increase knowledge and understanding of sexual violence and its impact and collaborative multi agency working to best meet the needs of survivors.
* You can find out more at our website: <https://www.forthvalleyrapecrisis.org.uk>

***“Thank you so much for the support, you were a life jacket while I was drowning” – Survivor***

**Our future**

Over the course of the pandemic how our service has been delivered has shifted significantly, leading us to develop new ways of delivering support and resulting in an increased staff team. As we move forward, we anticipate an increase in demand for our services, in particular our advocacy service, which will be under pressure as delayed court cases begin to proceed. A planned premises move will be a significant focus for FVRCC over the coming year. The board will be instrumental in supporting the centre to deliver its new three year strategic plan.

**About the role**

For a detailed look at the role of a charity Trustee and Treasurer we recommend checking out [SCVO](https://scvo.scot/support/running-your-organisation/governance/roles-responsibilities) – <https://scvo.scot/support/running-your-organisation/governance/roles-responsibilities>

At FVRCC the Treasurer role routinely involves:

**Financial oversight**:

* Monitor the financial health and administration of FVRCC in close collaboration with the CEO and staff team.
* Ensure appropriate financial systems and processes and in place, that proper accounting records are kept, and that financial resources are properly invested and economically spent.
* Advise on the financial implications of the FVRCC’s strategic plan and significant operational decisions.
* With the support of the wider finance, audit, and risk sub-committee and Board, oversee FVRCC’s risk management processes.

**Budgets and banking**:

* The annual budget is prepared by the CEO, but the Treasurer should support the process, providing insight and challenge and making a recommendation to the Board on the approval of the annual budget.
* Acting as a counter signatory on cheques and applications to funders as required.

**Governance and reporting**:

* Attend and contribute to quarterly Board meetings.
* Chair quarterly meetings of the finance, audit, and risk sub-committee.
* Overseeing and presenting budgets, internal management accounts, annual financial statements, and financial risks to the Board of trustees

**Audit oversight**:

* Work collaboratively with the CEO and external auditor to ensure the annual independent examination is completed on time and in line with requirements.

**Key relationships**:

* Support the Centre CEO in their engagement with and management of the bookkeeper.
* Work collaboratively with the CEO and external auditor to ensure the annual independent examination of accounts is delivered.

Additional as a Trustee you will:

* Commit to follow a feminist approach to governance.
* Contribute to the effective governance, oversight, and running of FVRCC.
* Attend and participate in Board meetings.
* Take part in sub-committees according to skillset and availability. The Treasurer chairs quarterly meetings of the finance, audit, and risk, sub-committee.
* Assist with organising centre events and activities as needed.

**Skills and requirements**

The post holder should have:

* An interest in, and commitment to eradicating the issues around sexual violence.
* A commitment to feminism and feminist governance.
* The ability to form positive and productive relationships with fellow Board members, the staff and volunteer team and wider stakeholders as required.
* Skills, knowledge, and abilities needed for the role of Treasurer as set out in the job description.
* Ability to understand and work to policies and standards.
* Time and energy to get involved with Forth Valley Rape Crisis.

**Estimated time commitment**

The estimated time commitment of a Trustee is:

* Quarterly board meetings: approx. 3 hours per meeting.
* Quarterly sub-committee meetings: approximately 2 hours per meeting.
* Ad hoc issues to respond to: approximately 1-2 hours per month.
* Annual General Meeting: approx. 1hr

**What we can offer**

* The opportunity to contribute to the next development phase of a vital, survivor centred organisation.
* To be part of ensuring survivors in Forth Valley get access to the services they need and deserve.
* Induction training as well as on-going training opportunities.
* Networking and development days with other Board Members in the Rape Crisis network to develop Governance practice.
* Chance to challenge yourself and develop new skills.
* Opportunity to work with people with similar values and ethos.
* Reimbursement of out of pocket expenses.
* Mentoring for anyone undertaking their first trustee post.

 ***“As a trustee I have learnt so much over the last couple of years, found sisters and been inspired by the amazing work supporting people to heal from sexual assault” – Trustee***

***“Every voice on the board is valued and respected. I have felt supported to step up and take on more responsibility, which has been invaluable for building my confidence and belief in myself” – Trustee***

**Next steps**

If you have any further questions, please direct these to Rachel Maitland at chair.fvrcc@gmail.com

**To apply send a completed application form to recruitment@forthvalleyrapecrisis.org.uk**

When applying please also submit an Equalities Monitoring form to recruitment@forthvalleyrapecrisis.org.uk

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| Recruitment timeline:  | (2021)  |
| Deadline for applications  | 2nd August  |
| Interviews  | w/c 9th August  |
| Successful candidate confirmation  | w/c 16th August |
| Formal election at board meeting  | September (tbc)  |
| Induction  | September – November  |
| \*w/c = week commencing; \*tbc = to be confirmed  |