



Thank you for your enquiry about becoming a trustee of this charity.

The Board of Trustees is interested in appointing people over 18 who feel they may be able to offer some time and commitment to the running and development of this vital service. Although specific skills and experience are particularly welcome, e.g. managerial, fund-raising, networking, local knowledge, anyone with initiative and ability to work in a team will be welcome provided they meet the eligibility criteria described in this pack.

In this pack you will find:

1. General information about the charity
2. Trustee job description
3. The trustee code of conduct
4. Declaration of eligibility
5. What a trustee can expect of Winchester Youth Counselling
6. Lists of members of the board and staff
7. An application form
8. A copy of the constitution

If having read the information in this pack, you would like to be considered as a trustee of WYC, please complete and return the enclosed application form to:

Admin@winchesteryouthcounselling.org

Please note that, should you be appointed, you will be required to sign both the Code of Conduct and the Declaration of Eligibility. This role may require a relevant DBS check.

Winchester Youth Counselling

General Information about the Charity

Winchester Youth Counselling is a Charitable Incorporated Organisation (CIO) (reg no. 1195260, previously 1093429) and was formed in June 2001. The project began providing counselling to young people in April 2003. We are members of the British Association of Counselling and Psychotherapy (BACP).

Our vision is that young people can access free professional mental health support as soon as it is needed. We work towards this by providing free counselling and therapeutic interventions to young people aged 11-25 in Hampshire, keeping up with increasing demand. Our core values are: Respect, confidentiality, professionalism, person-centred support, continual improvement; which are reflected in everything we do.

We offer short-term or longer-term counselling, group therapy, nature therapy, walk and talk therapy and advice, support and help to parents, carers, relatives, and professionals. Anybody aged between 11 and 25 who lives, works, or studies in the district of Winchester can use our service.

Our clients may...

- Be suffering from depression, low self-esteem, lack of confidence and feeling anxious
- Have been hurt or abused by someone
- Have been affected by loss or trauma
- Feel angry, afraid or out of control
- Want someone outside their family and friends to talk to
- Feel like harming themselves
- Feel stuck in their life and unable to move on
- Be concerned or worried about the use of drugs and alcohol
- Have issues around sexuality, difference or special needs

Trustee Job Description

The main duties of a trustee:

- To ensure that WYC complies with its governing document, charity law and any other relevant legislation or regulations.
- To ensure that WYC pursues its objects as defined in its governing document
- To ensure that WYC uses its resources exclusively in pursuance of its objects; WYC must not spend money on activities which are not included in its objects no matter how worthwhile or charitable those activities are
- To attend and contribute effectively to the board of trustees' role in giving strategic direction to WYC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of WYC
- To ensure the effective and efficient administration of WYC
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To manage and monitor the performance of the Chief Executive

Other duties

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Contributing or leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the new trustee has special expertise

Trustee person specification

- Commitment to WYC
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Code of Conduct for Trustees

It is the responsibility of the trustees to:

Act within the Constitution and the law

Be aware of the contents of the Constitution and the law as it applies to Winchester Youth Counselling.

Act in the best interests of Winchester Youth Counselling as a whole

Consider what is best for the organisation and its beneficiaries regardless of any personal interests and avoid bringing Winchester Youth Counselling into disrepute.

Manage conflicts of interest effectively

Register, declare and resolve conflicts of interest. Do not gain materially or financially unless specifically authorised to do so.

Respect confidentiality

Understand what confidentiality means in practice for Winchester Youth Counselling, its board and the individuals involved with it.

Have a sound and up-to-date knowledge of Winchester Youth Counselling and its environment

Understand how Winchester Youth Counselling works and the environment within which it operates.

Attend meetings and other appointments or give apologies

Consider other ways of engaging with the organisation if regularly unable to attend trustee meetings.

Prepare fully for meetings and other work for Winchester Youth Counselling

Read papers, querying anything you don't understand and think through issues in good time before meetings.

Actively engage in discussion, debate and voting in meetings

Contribute positively, listen carefully, challenge sensitively and avoid conflict.

Act jointly and accept a majority decision

Make decisions collectively, stand by them and do not act individually unless specifically authorised to do so.

Work considerately and respectfully with all

Respect diversity, different roles and boundaries, and avoid giving offence.

Trustees are expected to honour the content and spirit of this code.

Signed.....

Name..... Date.....

Winchester Youth Counselling

Trustee Declaration of Eligibility

I confirm that:

- I am over 18
- 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 subject to a disqualification order under the Company Directors Disqualification Act 1986
- I have not been convicted of any offence involving dishonesty or deception
- I am happy to undergo a relevant DBS check if required

and am therefore not disqualified by the Charities Act 2011 from acting as a Charity Trustee.

I undertake to carry out my responsibilities and duties as a trustee of Winchester Youth Counselling in good faith and in accordance with the law and with Winchester Youth Counselling’s objectives.

I have no financial or other interests in conflict with those of Winchester Youth Counselling (either in person or through family or business connections) other than those that I have formally notified to Winchester Youth Counselling. In addition to this formal notification, I will specifically draw attention to any such interest at any such meeting where trustees are required to make a decision which may affect my personal interests, or those of any other organisations in which I have an interest, and I will (unless agreed) absent myself from the meeting while the matter is being discussed and I will not vote on it.

Signed..... Date.....

Name of trustee.....

Winchester Youth Counselling

What a Trustee can expect of Winchester Youth Counselling

- Agenda, reports and accounts will be distributed at least 1 week before the meeting.
- Dates will be set yearly
- Minutes will be distributed at most ten days after the meeting.
- Trustees may communicate with each other as individuals or as a group between meetings by phone and by email.
- During meetings of the Board, the Chair will ensure that no individual member dominates the proceedings to the extent that another member is denied the opportunity for his/her views to be heard.
- Trustees may, if they wish, claim reasonable out-of-pocket expenses

Finance

Trustees are collectively responsible for ensuring that the Charity is and will remain solvent. Trustees have no personal liability for any debts incurred by the organisation due to registration as a limited entity.

Winchester Youth Counselling 2020

Board of Trustees

John Lander	Chair
James Murphy	Treasurer
Sian Searles	Acting Secretary
Andrew Simpson	
David Platt (retired 21 st March 2022)	
Jamie Robinson	
Kayleigh Ryan	
Alison Day	
Debbie Lockett	

Management Team

Erin McMurtry	Chief Executive
Marta Shepherd	Clinical Lead
Eoin McNeill	Senior Counsellor
Jill Guppy	Therapeutic Interventions Lead
Caroline Hobbs	Operations Manager

Winchester Youth Counselling

Trustee Application Form

Personal Details

Surname: First names:

Date of Birth:

Address:

Daytime phone no: Evening:

Email:

Please give details below of any education and training which you feel may be relevant to the role of a Trustee at Winchester Youth Counselling:

Reason for applying to become a Trustee

How you think you might be able to help WYC - Relevant experiences and personal skills

REFERENCES:

Please give the details of two referees who can give a reference on your suitability for the role of Trustee with WYC. Please note, DO NOT give the name(s) of existing trustees. Your references need to come from people who are independent of the charity.

Name of first referee:

Address:

Tel number:

Email address:

Name of second referee:

Address:

Tel number:

Email address:

I certify that the information given on this form is correct to the best of my knowledge:

Signed.....

Date.....

Winchester Youth Counselling

Please return your completed form, your signed code of conduct form and trustee declaration forms to:

admin@winchesteryouthcounselling.org